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ABSTRACT

This set of collection development guidelines is the response of an academic library to the question of when and where it is most advantageous to provide access to information through resource sharing in lieu of ownership. A Collection Development Committee, appointed by the dean of the university and guided by a self-study format provided by the Association of Research Libraries, collaborated over a two-year period to develop these guidelines concerning the question of ownership. The guidelines include: (1) an introduction with a statement of purpose; (2) a policy statement outline describing its purpose and emphasis, collection parameters, collecting levels, related subject statements, and additional sources (outside libraries or resource centers with special collections); (3) collecting levels and language codes; (4) mission statement of the library; (5) gift policy; (6) a description of the various university libraries in light of the policy statement components; and (7) policy collection statements for each of the university libraries and departments. (CGD)

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SOUTHWEST MISSOURI STATE UNIVERSITY LIBRARIES

COLLECTION DEVELOPMENT GUIDELINES

August 1988

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While most individuals are familiar with the often repeated observation that our society is moving from the Industrial Age into an Information Age, few realize the full implications of such a dramatic shift. The technological advances fueling this transition are simultaneously creating both new information and new methods of information processing. Such a rapidly evolving and turbulent environment requires adaptive responses from all society's established organizations, especially from the traditional repositories of organized knowledge: our libraries.

The bibliographic universe in which librarians toil is increasing exponentially in both size and expense. For example, the number of active journal titles increased from 40,000 in 1974 to 110,000 in 1988, and the average domestic subscription price rose from $35 in 1975 to $125 in 1988. Also, the variety of information formats has expanded greatly, requiring libraries to possess an array of requisite hardware to receive or display uniquely formatted information.

In such an environment, the concept of developing comprehensive library collections is untenable. Likewise, the traditional reactive posture, of making incremental adjustments in library budgets and collections, is inappropriate for a period of rapid change. Today's challenges to libraries must be met in a proactive posture that addresses the question of foremost concern: When and where is it most advantageous to provide access to information through resource sharing in lieu of ownership?

The SMSU Libraries commenced seeking answers to this question two years ago. Guided by a self-study format provided by the Association of Research Libraries, the University Library Committee and our librarians analyzed library collections, the rapidly expanding curriculum and student body, graduate and faculty research requirements, and the fiscal resources available for developing collections. These Collection Development Guidelines represent both a culmination of two years' collaborative efforts and an initial formal response to the question of ownership. It is envisioned that this working document will be refined with use and modified to reflect curricular and program changes.

The value of these Guidelines, however, goes far beyond their ostensible role of directing library acquisitions at SMSU. It is quite conceivable that, as Missouri's libraries continue to automate their respective

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catalogs and commence utilizing telefacsimile technology for document delivery, these Guidelines will be merged with other similar institutional documents to permit state-wide cooperative collection development and planned resource sharing.

The preparation of these Guidelines could not have been possible without the tireless collaboration and support of the SMSU departmental library representatives, the college library committees, the university library committee, and our librarians. Additionally, four individuals made immeasurable contributions to this project and are due special recognition: Professors Bobby Vaught, Kathy Pulley, Lynn Cline and Dina Giambi. On behalf of the SMSU Libraries, I wish to express appreciation to all mentioned above as well as to those who will assist us in implementing these Guidelines.

John M. Meador, Jr.
Dean of Library Services

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INTRODUCTION

These COLLECTION DEVELOPMENT GUIDELINES have a two-fold purpose: to serve as a guide to the long term development and growth of materials collections, and to serve as one of several components in the allocation of resources to build the collections. The GUIDELINES are the product of a long felt need, and culminate two years of intense analysis. In 1986 the SMSU Libraries, in conjunction with the Office of Management Studies of the Association of Research Libraries, began to study a number of library operations dealing with collection development, the allocation of resources, and the acquisition of materials. Through the efforts of a study team and two task forces, that work culminated in a COLLECTION ANALYSIS PROJECT FINAL REPORT. The report contained twenty-eight specific recommendations in four general categories, two of which were:

E.1. "A Collection Development Committee should be appointed by the Dean to oversee the writing of collection development policy statements, to monitor policies on an ongoing basis, and to explore other major issues of collection development."

D.6. "The Dean should select members of the Collection Development Committee to serve as college liaisons with specific responsibilities for communicating Library matters to the various departments within a college and serving as a focal point for faculty communication to the Library."

In the fall of 1987, the Dean of Library Services appointed six Library faculty as liaisons to comprise the Collection Development Committee, and charged the Committee to begin work on collection policy statements. The Committee worked with the Dean, the University Library Committee, the departmental Library representatives, and the University faculty to create this document. The GUIDELINES emerged from an orderly information gathering process with the above mentioned constituencies as well as information from a number of printed sources including the SMSU BULLETIN, THE GRADUATE CATALOG, and the FIVE YEAR PLAN FOR SMSU. In order to insure consistency with national standards the Committee has followed the methodology of the GUIDELINES FOR COLLECTION DEVELOPMENT (Chicago: American Library Association, 1979) and the GUIDE FOR WRITTEN COLLECTION POLICY STATEMENTS, 2nd ed. (draft, Collection Management and Development Committee, American Library Association, 1988). Two additional documents were generated in the Committee's work that provided information about the nature of the Library's collections: the LIST OF SERIALS CURRENTLY RECEIVED BY THE SMSU LIBRARIES and the SMSU LIBRARIES SHELFLIST COUNT.

By their very nature collection policy statements are an ongoing, evolving endeavor. The Committee has attempted to format the policies to provide succinct information about collections in general through the descriptive statements concerning the Meyer and branch libraries, and more specifically through the departmental statements. The statements will be useful only if they can be easily amended to meet changing emphases or programs in the future, a task which both the Libraries and the University community share.

To all of the departmental Library Representatives, particularly to those that also serve as College Library Committee Chairs, I wish to express my appreciation for their efforts to provide the detail necessary to construct this document. To the members of the Collection Development Committee -- Willa Garrett, Dina Giambi, Karen Isensee, Neosha Mackey, and Byron Stewart -- who worked with the representatives to incorporate their work into the framework of the GUIDELINES, I wish to express sincere thanks for many hours of deliberation, writing, and editing. Many thanks are also due Dea Borneman and Nancy Holmer for reviewing copy; special thanks are due Tracy Patton, for the long process of formatting the many drafts of the document. The collective efforts of many have shaped the GUIDELINES, and will ensure its viability as the document evolves.

Lynn Cline
Chair, Collection Development Committee

POLICY STATEMENT OUTLINE

Purpose and Emphasis. Defines the programs, clientele, degrees offered, and concentrations within each academic department. Only programs which are already in place or newly approved are listed in the statement. Only majors are listed unless the department offers a minor only, or unless the minor is not offered as a major. The Meyer Library is the principal collecting unit, unless otherwise stated.

Collection Parameters

Language: Indicates the language priorities of material collected by each department. (See page xiii for explanations of the codes assigned as defined by the American Library Association's GUIDE FOR WRITTEN COLLECTION POLICY STATEMENTS.)

Date of Publication: Refers to current, retrospective, or specific date of publication.

Chronological Coverage: Refers to the periods in time, in terms of intellectual content, which are of greatest interest to the department.

Geographic Coverage: Indicates extent of interest on the local, national, or international levels. This can be in terms of intellectual content or publication source.

Format: Refers to books or monographs, journals, audiovisuals, and other formats. Microforms are not mentioned unless collected as a conscious decision, such as a special series.

Treatment: Refers to level of materials as needed by lower or upper division undergraduates, graduate students, or researchers. Also refers to the presentation of the subject content -- for example, conference proceedings, association publications, statistical publications, etc.

Collecting Levels. A collecting level is assigned to each of the areas of concentration mentioned in the Purpose and Emphasis paragraph. The levels assigned reflect current collection strengths and collecting activity, which may be different from levels toward which the individual departments and the Library strive. Levels were assigned taking into account other parts of the department's collection statement, the types and levels of programs supported by the department, and the shelflist count. (See page x for an explanation of the levels as defined in the American Library Association's GUIDE FOR WRITTEN COLLECTION POLICY STATEMENTS.

Related Subject Statements. Refers to other departmental policy statements which are related to the one being described. The departments are listed in alphabetical order.

Additional Sources. In general, this refers to non-SMSU Libraries or to resource centers having special collections. Although not specifically

stated in each statement, resources are also understood to be available through the Springfield-Greene County Library, the Southwest Missouri Academic Library Cooperative, the Missouri Information Exchange (MIX), interlibrary loan, and the Center for Research Libraries (CRL).

Southwest Missouri Academic Libraries Cooperative

Assemblies of God Theological Seminary
Baptist Bible College
Central Bible College
Crowder College
Drury College
Evangel College
Missouri Southern State College
Ozark Christian College
School of the Ozarks
Southwest Baptist University
Southwest Missouri State University
St. John's School of Nursing
University of Missouri-Rolla

Missouri Information Exchange Program (MIX)

Central Missouri State University
Harris-Stowe State College
Lincoln University
Missouri Southern State College
Missouri Western State College
Northeast Missouri State University
Northwest Missouri State University
Southeast Missouri State University
Southwest Missouri State University
University of Missouri-Columbia
University of Missouri-Kansas City
University of Missouri-Rolla
University of Missouri-St. Louis

Library of Congress (LC) Classes Which Define the Subject. Relevant LC classes are listed in order of importance to the particular department being described.

COLLECTING LEVELS

0 Out of Scope. The library does not collect in this subject.

1 Minimal Level. A subject area in which few selections are made beyond very basic works. [A collection at this level is frequently and systematically reviewed for currency of information. Superseded editions and titles containing outdated information are withdrawn.]

1a Minimal Level, With Uneven Coverage. Few selections are made, and there is unsystematic representation of subject.

1b Few selections are made, but basic authors, some core works, or a spectrum of ideological views are represented.

2 Basic Information. A selective collection of materials that serves to introduce and define a subject and to indicate the varieties of information available elsewhere. It may include dictionaries, encyclopedias, access to appropriate bibliographic databases, selected editions of important works, historical surveys, bibliographies, handbooks, and a few major periodicals. [The collection is frequently and systematically reviewed for currency of information.]

2a Basic Information Level, Introductory. The emphasis is on providing resources that introduce and define a subject. A collection at this level would include basic reference tools and explanatory works, such as textbooks; historical descriptions of the subject's development; general works devoted to major topics and figures in the field; and selective major periodicals.

The introductory level of a basic information collection is only sufficient to support patrons attempting to locate general information about a subject or students enrolled in introductory level courses.

2b Basic Information Level, Advanced. At the advanced level, basic information about a subject is provided on a wider range of topics and with more depth. There is a broader selection of basic explanatory works, historical descriptions, reference tools, and periodicals that serve to introduce and define a subject.

An advanced basic information level is sufficient to support students in basic courses as well as supporting the basic information needs of patrons in public and special libraries.

3 Study or Instructional Support Level. A collection that is adequate to impart and maintain knowledge about a subject in a systematic way but at a level of less than research intensity. The collection includes a wide range of basic works in appropriate formats, a significant number of "classic" retrospective materials, complete collections of the works of more important writers, selections from the works of secondary writers, a selection of representative journals, access to appropriate non-bibliographic data bases, and the reference tools and fundamental bibliographical apparatus pertaining to the subject. [The collection is systematically reviewed for currency of information and to assure that essential and significant information is retained.]

At the study or instructional support level, a collection is adequate to support independent study and most learning needs of the clientele of public and special libraries, as well as undergraduate and some graduate instruction.

3a Study or Instructional Support Level, Introductory. This sub-division of a level 3 collection provides resources adequate

for imparting and maintaining knowledge about the basic or primary topics of a subject area. The collection includes a broad range of basic works in appropriate formats, "classic" retrospective materials, all key journals on primary topics, selected journals and seminal works on secondary topics, access to appropriate non-bibliographic databases, and the reference tools and fundamental bibliographical apparatus pertaining to the subject.

This sub-division of level 3 supports undergraduate courses, including advanced undergraduate courses, as well as most independent study needs of the clientele of public and special libraries. It is not adequate to support master's degree programs.

3b Study or Instructional Support Level, Advanced. The advanced sub-divison of level 3 provides resources adequate for imparting and maintaining knowledge about the primary and secondary topics of a subject area. The collection includes a significant number of seminal works and journals on the primary and secondary topics in the field; a significant number of retrospective materials; a substantial collection of works by secondary figures; works that provide more in-depth discussions of research, techniques, and evaluation; access to appropriate non-bibliographic databases; and reference tools and fundamental bibliographic apparatus pertaining to the subject.

This level supports all courses of undergraduate study and master's degree programs as well as the more advanced independent study needs of the patrons of public and special libraries.

4 Research Level. A collection that includes the major published source materials required for dissertation and independent research, including materials containing research reporting new findings, scientific experimental results, and other information useful to researchers. It is intended to include all important reference works and a wide selection of specialized monographs, as well as a very extensive collection of journals and major indexing and abstracting services in the field. Pertinent foreign language materials are included. Older material is retained for historical research and actively preserved.

A collection at this level supports doctoral and other original research.

5 Comprehensive Level. A collection in which a library endeavors, so far as it is reasonably possible, to include all significant works of recorded knowledge (publications, manuscripts, other forms), in all applicable languages, for a necessarily defined and limited field. This level of collection intensity is one that maintains a "special collection"; the aim, if not the achievement, is exhaustiveness. Older material is retained for historical research with active preservation efforts.

LANGUAGE CODES

E English. English language material predominates; little or no foreign language material is in the collection.

F Selected non-English Language. Selected other language material is included in addition to the English language material.

W Wide Selection Languages. Wide selection of material in all applicable languages. No programmatic decision is made to restrict materials according to language.

Y One non-English Language. Material is primarily in one non-English language. The overall focus is on collecting material in the vernacular of the area.

The Collecting Levels and Language Codes are from the GUIDE FOR WRITTEN COLLECTION POLICY STATEMENTS, 2nd ed. (draft, Collection Management and Development Committee, American Library Association, 1988).

MISSION OF THE S.M.S.U. LIBRARIES*

The mission of the S.M.S.U. Libraries is to provide and organize a collection of books and other recorded materials sufficient to support the scholarship, teaching and research programs of the University and to provide access to needed information located elsewhere. The Libraries direct their services and programs primarily to the students, faculty, and staff of the University and secondarily to the citizens of the state and other institutions of higher education, both within the state and the nation.

The University Libraries carry out this mission by pursuing the following objectives:

1. Acquire recorded information and provide services pertinent to the academic and research needs of the University as determined through regular contact with teaching faculty and University administrators, and through regular monitoring of the changing academic programs of the University.

2. Develop and maintain in adequate number a strong service-oriented staff through planned recruitment, orientation, in-service training, and opportunity for specialization and personal growth.

3. Utilize state-of-the-art technologies to provide bibliographic or catalog access to all materials held by the Libraries.

4. Provide reference and orientation services and materials to guide patrons in the use of the Libraries' collections.

5. Organize and house library materials and services in ways that will best facilitate use by patrons.

6. Maintain constructive working relationships with other libraries to enhance access to resources and to effect the development of mutually advantageous cooperation in collection development policies and interlibrary exchange.

7. Maintain materials in good physical condition through an active binding and preservation program.

8. Monitor utilization of the Libraries' budgetary resources and husband their use through such activities as thoughtful expenditure, adoption of efficient procedures, and the judicious use of new technologies.

*From Library Services Program Plans for FY 1988-90

GIFT POLICY

The SMSU Libraries welcome gifts of books, periodicals, other library materials, or money to support their programs and services. Monetary gifts can be made to the FRIENDS OF THE LIBRARIES, SMSU FOUNDATION, Box 175 Library, Southwest Missouri State University, Springfield, MO 65804-0095. The Friends of the Libraries is an auxiliary service organization whose purpose is to promote and support the activities of the SMSU Libraries.

All gifts of library materials are accepted with the understanding that upon receipt they become the property of the Friends of the Libraries. Library personnel then assess the materials, and based upon the COLLECTION DEVELOPMENT GUIDELINES, determine appropriate disposition of materials, including the retention, cataloging, location, circulation, and other considerations relating to use or disposition. Once a decision has been made to add an item to the Libraries' collections, the material becomes the property of the University. Materials not added to collections are placed in the annual Friends of the Libraries sale. Proceeds from the sale support various Library programs and services.

Appropriate acknowledgement of all gifts is made on behalf of the Friends of the Libraries. In addition the Library will provide, upon request, an enumeration of materials received. However, the appraisal of a gift to the Libraries is the responsibility of the donor. The Library will gladly provide assistance in locating sources of information for evaluation of gifts, and will provide a list of professional appraisers in this region.

SMSU LIBRARIES

The SMSU Libraries are comprised of the Meyer Library, the Greenwood Laboratory School Library, and the Music Library. Other independent Libraries in the SMSU community are the Department of Art and Design Slide Library, the SMSU-West Plains Library and the SMSU Fruit Experiment Station Library.

As the principal unit of the SMSU Libraries, the Meyer Library contains the central Library administration as well as general public and technical services. The circulating book collection and periodicals collections are housed in the Meyer Library and the Library Annex. In addition, the Meyer Library houses the Audiovisuals Software Collection, the Curriculum Laboratory, the Government Documents and Map Collections, Reference, and Special Collections.

AUDIOVISUALS

Purpose and Emphasis. The purpose of the Audiovisuals Collection is to provide instructional support for the undergraduate and graduate programs of the University, and provide audiovisual research materials when appropriate materials are available. It is not intended to duplicate other specialized collections such as those in the Music Library and the Art Department Slide Library. The Audiovisuals Collection is mainly comprised of adult-level titles, but also includes a representative sampling of juvenile materials.

Collection Parameters.

Language: Code level E. English is the predominant language.

Date of Publication: Current material, not more than five years old, is preferred. Some reissues of classic works are also collected.

Chronological Coverage: Materials covering all historical periods are collected; however, the main emphasis is on current events and information.

Geographic Coverage: Worldwide, subject to the language parameters stated above.

Format: Materials in the following formats are collected: 16mm and 8mm films, 1/2" VHS and 3/4" U-matic videocassettes, 35mm filmstrips, slides, 8mm and Super 8mm filmloops, audiocassettes, phonograph records (spoken word only), and kits combining any of the above. VHS videocassettes are the preferred visual format, although lack of video projection equipment presently makes 16mm films necessary for use by very large groups. Audiocassettes are the preferred audio format. All reel-to-reel video and audio tapes have been removed from the collection, and these formats are no longer

collected. In the future, compact laser disks and computer software may be added to the collection when the necessary equipment is available for their use.

Treatment: The main body of the collection is appropriate for use by undergraduate and graduate students, with some materials also useful to advanced researchers, and others designed for elementary and secondary students.

Collecting Levels. All subject areas are collected at least on a basic information level (2b). Most areas are also maintained at the study or instructional support level (3a).

Related Subject Statements. Because of its comprehensive subject coverage, the AV Collection is related to all other subject statements in this document.

Additional Sources. Art Department Slide Library.

LC Classes Which Define the Subject. A-Z, although the collection is arranged by format and accession number rather than subject classification.

CURRICULUM LABORATORY

I. JUVENILE LITERATURE.

Purpose and Emphasis. To support education and research in teacher education curricula in the College of Education and Psychology leading to the B.S. in Education degree and a variety of certification programs; to support a broad spectrum of courses offered by various departments across campus; and to serve as a laboratory collection for students studying to become certified teachers as well as Master teachers.

Collection Parameters.

Language: Code level E. English is the predominant language.

Date of Publication: Current, in-print publications as well as out-of-print editions of classic works.

Chronological coverage: Books representing the development of children's literature. Includes series books, award-winning titles, and adult books which have become juvenile favorites.

Geographic Coverage: Worldwide, with titles from other English-speaking countries and award-winning titles and other selected titles of English translations from other areas of the world.

Format: Monographs. Priority given to hardback copies with library binding taking precedence over trade binding. If the hardback edition is not available, the paperback edition may be acquired.

Treatment: Current works in the area of fiction and non-fiction for preschool through grade 12. Retrospective works acquired.

Collecting Levels. 3a.

Related Subject Statements. Art; Consumer and Family Studies; Elementary and Secondary Education; English; Greenwood; Health, Physical Education and Recreation; Library Science; Physics; Reading and Special Education; Theatre and Dance.

Dewey Classes Which Define the Subject. 000-999.

II. TEXTBOOKS AND CURRICULUM GUIDES.

Purpose and Emphasis. To support education and research in teacher education curricula in the College of Education and Psychology leading to the B.S. in Education degree and a variety of certification programs; to support a broad spectrum of courses offered by various departments across campus on both undergraduate and graduate levels.

Collection Parameters.

Language: Code level E. English is the predominant language.

Date of Publication: Current, in-print textbooks and curriculum materials. Nothing should be left in the collection with an imprint older than ten years from current date unless the material is still in print.

Chronological Coverage: Current developments.

Geographic Coverage: Local (Special effort is to be made to keep current with the Springfield Public Schools R-XII Curriculum), state, regional, and national.

Format: Textbooks and supplementary materials, curriculum guides, activity resource materials, microfiche. (See also Supplementary Collections III).

Treatment: Elementary and secondary textbooks and supplementary materials, resource guides, unit plans, lesson plans, examples of projects and descriptions of activity-centered materials.

Collecting Levels. 3a.

Related Subject Statements. Art; Consumer and Family Studies; Elementary and Secondary Education; Geography; Geology; Health, Physical Education and Recreation; Library Science; Physics; Reading and Special Education.

Additional Sources. College of Education and Psychology Resource Room in Hill Hall.

Classification Which Defines the Subject. HEW System of Classification A-Z.

III. SUPPLEMENTARY COLLECTIONS.

Purpose and Emphasis. To support education and research in teacher education curricula in the College of Education and Psychology leading to the B.S. in Education degree and a variety of certification programs; to support a broad spectrum of courses offered by various departments across campus on both undergraduate and graduate levels.

Collection Parameters.

Language: Code level E. English is the predominant language.

Date of Publication: Emphasis on current materials.

Chronological Coverage: Emphasis on current materials.

Geographic Coverage: Worldwide.

Format: Print materials (Vertical File Material, Poster File, Publishers Catalogs), graphics, realia. (Standardized Tests and Curriculum Kits are housed in Media Services--AV).

Treatment: Standardized diagnostic and achievement tests; games, activity cards, realia, posters, graphics, and print materials collections.

Collecting Levels. 3a.

Related Subject Statements. Elementary and Secondary Education, Reading and Special Education.

Additional Sources. College of Education and Psychology Resource Room in Hill Hall.

Classifications. All classes.

IV. YOUNG ADULT PAPERBACK COLLECTION.

Purpose and Emphasis. To support high school literature classes in the English Department and Library Science selection and reading guidance classes. The collection also serves as a general browsing collection for University students, faculty, and staff.

Collection Parameters.

Materials are not currently purchased for the collection.

The collection contains only those print materials in paperback editions.

Collecting Levels. 1b.

LC Classes Which Define the Subject. All classes are covered.

GOVERNMENT DOCUMENTS

The SMSU Libraries have been a depository for U.S. government documents since 1963. In addition the Libraries are a depository for Missouri documents, and collect the publications of the University itself. Most of the documents collection as well as documents services are housed in the Meyer Library. The remainder of the 600,000 items in the collection are maintained in the Library Annex. The documents collection complements the other major collections in the Meyer Library and branches to provide curricular and research resources to the University community. As a depository, the Library receives most of its documents through depository arrangements; selected materials are purchased with Library materials funds. The collection parameters and collecting levels that follow reflect the current arrangements with state and federal depository programs.

Purpose and Emphasis. To provide government information to support the instructional and research needs of the University community, as well as the informational needs of the public within Missouri's 7th Congressional District. Because U.S. and Missouri documents are selected comprehensively from all government agencies, the subject concentrations reflect the publishing output of the agencies. SMSU documents are also received and maintained in the Government Documents area.

Collection Parameters.

Language: Code level E. English is the primary language.

Date of Publication: Primarily current, in-print publications; selective retrospective publications.

Chronological Coverage: For U.S. documents, coverage is primarily 1963 to present. However, there are 19th and early 20th century publications for selected government agencies which will be retained. For Missouri and SMSU documents, the coverage generally spans the 20th century, with primary emphasis on current developments.

Geographic Coverage: Primarily U.S. and Missouri; for some U.S. government materials, only those dealing with Missouri and its bordering states are selected.

Format: Paper and microfiche. Paper format includes books, reports, posters, brochures, pamphlets, maps, and journals.

Treatment: Government publications cover a broad spectrum of intellectual levels, from elementary school through graduate/faculty research. Indexes, conference proceedings, Congressional hearings, and Presidential papers are samples of the variety of government information. Certain types of government information which are generally excluded are posters and forms.

Collecting Levels.

U.S. Government Documents	3b
Missouri State Documents	3b
SMSU Documents	2b

Related Subject Statements. Because of its comprehensive coverage, the Government Documents collection is related to most other subject statements in this handbook.

LC Classes Which Define the Subject. A-Z; comprehensive.

MAP COLLECTION

Purpose and Emphasis. To provide cartographic materials to support instruction and research in all academic programs, but especially in the following degree programs:

B.S. in Geography, Cartography and Map Technology, Urban and Regional Planning.
B.S. in Recreation and Leisure Studies (Outdoor Recreation and Natural Resource Management and Private/Commercial Recreation options).
B.S. in Ed., in Geography, Earth Science, Geology.
B.A. in Geography.
M.S. in Resource Planning.

Cartographic materials are emphasized for the areas of topography, geology, mines and mineral resources, political science, outdoor recreation, and history.

Collection Parameters.

Language: Code level E. English is the primary language.

Date of Publication: Current, in-print publications; selective retrospective publications.

Chronological Coverage: Major interest is in twentieth-century cartographic materials, specifically in up-to-date, current information. Pre-1950 materials are collected selectively, and in facsimile, if possible.

Geographic Coverage: Worldwide, with special emphasis on the western United States, and in particular the Ozarks region of Missouri/Arkansas.

Format: Cartographic materials include maps, atlases, remote sensing imagery (e.g., aerial photographs, satellite imagery, radar imagery), globes, cartographic diagrams, bird's-eye views, panoramas, and geologic and other profiles and sections. Books relating to cartographic materials (e.g., gazetteers, glossaries, works on cartography and remote sensing, bibliographies, and explanatory texts for maps) are included. Maps in microform are included, as are manuscript maps. Brochures, catalogs, and other materials related to the tourism industry are included. Architectural plans are not included.

Treatment: The primary collection is of maps, atlases, aerial photographs, and travel materials, of which a substantial proportion are government documents. A broad range of materials from general interest to research level are collected.

Collecting Levels.

Topography	3b
Geology	3b
Mines and Mineral Resources	3b
Political Science	2b
Outdoor Recreation	2b
History	2b

Related Subject Statements. Elementary and Secondary Education; Geography; Geology; Health, Physical Education and Recreation; History; Library Science; Political Science.

LC Classes Which Define the Subject. G 1-9980 (Atlases, Maps), GA (Cartography), GB (Physical Geography), D-DU (World History), E (American History), F (History of North America), GV 1-200.5 (Recreation), QB 500-991 (Astronomy), QE (Geology).

REFERENCE

The Reference Collection, located in the Reference Department at the Meyer Library, supports the work of the Department in providing reference services to facilitate the curricular and research needs of the entire University community. The services and collections of the Reference Department encompass a broad range of subjects at all levels, and are designed to provide primary information and data as well as to facilitate access to materials whether located in the SMSU Libraries or elsewhere. The branches and other divisions of the Meyer Library also have reference collections to provide specialized services to users of the Libraries.

Collection Parameters.

Language: Code level E. English is the primary language, although material in any language may be appropriate for specific applications.

Date of Publication: Primarily current, in-print publications; retrospective publications are selectively collected.

Chronological Coverage: All time periods.

Geographic Coverage: Worldwide.

Format: Monographs, serials, microforms, and appropriate electronic sources.

Treatment: Undergraduate, graduate, and research materials are collected. A variety of access tools are collected including encyclopedic works, directories, handbooks, indexes, loose-leaf services, and bibliographies.

Collecting Levels. General reference and areas supporting undergraduate programs, 3a; areas supporting master's programs, 3b.

Related Subject Statements. All subject statements are pertinent.

LC Classes Which Define the Subject. All LC classes.

SPECIAL COLLECTIONS

Special Collections contain a high proportion of literature and history, the William Jack Jones Collection of materials by and about Jean Arthur Rimbaud and Michel Butor, the Lena Wills Genealogical Collection, the Robert Wallace Collection, and the University Archives.

The materials in Special Collections have been selected in part through the significance of the materials to the University community as in the case of the Ozarks and Missouri materials in the general special collections, or through timely circumstances or opportunities as in the case of the Jones, Wills, and Wallace Collections. The Libraries carefully consider opportunities to acquire special or unusual materials, particularly those that have some relevance to the central focus of its mission. Special areas aside, inclusion of materials in Special Collections rests on a number of basic principles, including but not limited to date of publication or age, cost or unusual value, irreplaceability, rarity regardless of age, uniqueness of format, and security considerations.

Because in many instances a special collection is a self-contained homogeneous unit related to other special collections only by its mutually unique character, the parameters of language, chronological period, format, and treatment cannot be uniformly applied to materials in this area. The principal ongoing collection in Special Collections is the William Jack Jones Collection which is currently being collected at a level 4.

GREENWOOD LABORATORY SCHOOL LIBRARY

The purpose of the Greenwood Laboratory School Library is to provide library materials and services to support the curricular and outside reading interests of a K-12 environment for books, serials, audiovisuals, and selected microforms. As part of an education laboratory, the Library secondarily supports the curricular activities and research of Greenwood faculty, as well as faculty and students of the College of Education and Psychology.

Collection Parameters.

Language: Code level E. English language material predominates. Very selective purchasing in non-English, usually for reference or language instruction.

Date of Publication: Emphasis on current materials.

Chronological Coverage: All time spans in most areas; in scientific and technical areas emphasis on current materials.

Geographic Coverage: Worldwide.

Format: Monographs, journals, and audiovisuals. Other formats selectively purchased.

Treatment: Broad range of K-12 materials. Limited purchases of textbooks. Both materials to support basic research needs in the curriculum, and materials to foster outside reading are acquired. Audiovisuals are primarily curriculum based.

Collecting levels. All areas, 2a.

Related Subject Statements. Audiovisuals, Curriculum Laboratory (Juvenile materials), Elementary and Secondary Education, Reading and Special Education.

Dewey Classes Which Define the Subject. 000-999.

MUSIC LIBRARY

The Music Library, a branch of the SMSU Libraries, is the primary source for music and music literature in the SMSU Library system. In addition to monographs and journals relating to the field, the collection contains a number of specialized music materials including phonorecords, tapes, miniature scores, sheet music, performing scores and parts for operas and small ensembles, anthologies of music, tapes of SMSU performances, some curriculum materials, and other audiovisuals. The Music Library also contains a Listening Laboratory which provides curricular support for students of music. Some related music materials are currently housed in the Meyer Library and the Library Annex.

The Missouri Music Educators Association Archives are also located in the Music Library. Materials about music educators, performers, and composers from Missouri or who reside in Missouri are contained in the collection. The Music Library also collects examples of music of the Ozarks region as well as the work of local composers and performers.

The Music Library provides resources and services to support instruction and research leading to the B.A. (Music), B.M. (Performance or Theory/Composition), B.S. Ed. (Music comprehensive), and M.S. Ed. (Music). The Music Library also serves the reference and research needs of the University, local community, and Ozarks region. A detailed description of the collection parameters for music materials may be found in the Department of Music's policy statement on page 83.

ACCOUNTING

Purpose and Emphasis. To support instruction and research in Accounting leading to the B.S. and M.A. in Accounting and the M.B.A. The Department supports concentrations in general accounting, internal auditing, accounting systems, taxation, managerial accounting, public accounting and accounting theory.

Collection Parameters.

Language: Code level E. English is the primary language.

Date of Publication: Primarily current, in-print publications.

Chronological Coverage: Primarily current; also, ca. 1800-current.

Geographic Coverage: All industrialized and industrializing nations and regions worldwide.

Format: Monographs and journals with emphasis on journals. Loose-leaf tax services are essential.

Treatment: Few textbooks at any level are desired. Collection should center on books and journals for upper-division undergraduate students, graduate students, faculty research, and professional and business practitioners. Conference proceedings, association publications--particularly those of the American Institute of Certified Public Accountants and the Financial Accounting Standards Board.

Collecting Levels.

General Accounting	3b
Accounting Theory	3b
Internal Auditing	3b
Accounting Systems	3b
Taxation	3b
Managerial Accounting	3b
Public Accounting	3b

Related Subject Statements. Computer Information Systems, Economics, Finance and General Business, Management, Marketing, Office Administration and Business Education, Political Science.

LC Classes Which Define the Subject. HF 5601-5689 (Accounting), KF-KFX (Law), HG (Finance), HJ 9701-9995 (Public Accounting).

AGRICULTURE

Purpose and Emphasis. To support instruction and research in Agriculture leading to the B.S. degree. Areas of concentration in instruction include: animal science, agricultural business, agronomy, horticulture, agricultural education, wildlife and conservation management, forestry, and agricultural communication. Areas of concentration in research include: animal and plant genetics, animal nutrition, small fruits, ornamental horticulture, poultry, birds of prey, soils, economics, entomology, and agricultural teacher education.

Collection Parameters.

Language: Code level E. English is the primary language.

Date of publication: Emphasis on current and recent (last twenty years) publications; selective retrospective collecting.

Chronological coverage: Emphasis on current developments; selective treatment of historical aspects of the subject.

Geographic coverage: Emphasis on North America; selective international coverage with emphasis on western Europe.

Format: Journals, monographs, audiovisuals.

Treatment: A variety of lower and upper division texts relating to the areas of concentration are collected, as are society and professional publications. Emphasis on applied as opposed to theoretical studies. A broad range of documents, both state and federal, support the program.

Collecting Levels.

Animal Science	3a
Agricultural Business	3a
Agronomy	3a
Horticulture	3a
Agricultural Education	3a
Wildlife Conservation and Management	3a
Forestry	3a
Agricultural Communications	3a
Animal and Plant Genetics	3b
Animal Nutrition	3b
Small Fruits	3b
Ornamental Horticulture	3b
Poultry	3b
Birds of Prey	3b
Soils	3b
Agricultural Economics	3b
Entomology	3b
Agricultural Teacher Education	3b

Related Subject Statements. Biology, Biomedical Sciences, Economics.

Additional Sources. SMSU Fruit Experiment Station Library.

LC Classes Which Define the Subject. S (Agriculture,General), SB (Plant Culture), SD (Forestry), SF (Animal Culture), SH (Fish Culture), SK (Hunting), HD 1401-2210 (Agricultural Economics), QD 241-441 (Organic Chemistry), QE (Geology), QH 75-77 (Conservation), QK (Botany), QL (Zoology), QP (Physiology), TH 4021-4970 (Building Construction), TJ 1480-1496 (Agricultural Machinery).

ANTIQUITIES

Purpose and Emphasis. To support instruction and research in Antiquities leading to the B.A. and to the M.A. in History. Areas of concentration include classics, Biblical studies, ancient Near Eastern history, new and old world archaeology, and world myth and folklore studies.

Collection Parameters.

Language: Code level W. English, Greek, Latin, Hebrew, Akkadian, Sumerian, Hittite, Egyptian (ancient), Ugaritic, Coptic, German, French, Spanish, Italian.

Date of Publication: Current, in-print publications and retrospective materials. Older materials are not usually superseded. Completing runs of journals; acquiring back files.

Chronological Coverage: From earliest times to present, as appropriate to the time period in each area (Classical, Near Eastern, New World).

Geographic Coverage: Mediterranean and Near Eastern area and Africa, tracing the origins of man's cultural awakening, plus the Indian cultures of Meso-America, North and South America.

Format: Monographs and journals. Some journals in microforms. Selected films and videocassettes for undergraduates.

Treatment: Ancient sacred and secular writings in the original languages and in English translations; archaeology (ancient Near Eastern biblical, classical, and American); history of ancient Near East; classical antiquity; Biblical scholarship; works of major religious thinkers and philosophers of antiquity; cross-disciplinary studies.

Collecting Levels.

Classics	3a
Biblical Studies	3b
Ancient Near Eastern History	3b
Archaeology	3a
World Myth	3a
Folklore Studies	3a

Related Subject Statements. Art and Design; Communications; English; Foreign Languages (Classics); History; Music; Philosophy; Political Science; Religious Studies; Sociology, Anthropology, and Social Work; Theatre and Dance.

LC Classes Which Define the Subject. BS (Bible), DS (Asian History), PJ (Oriental Languages and Literature), CC (Archaeology), GN (Anthropology), BM (Judaism), F (U.S. History), N (Visual Arts), PA (Classical Languages and Literature), BP (Islam), BQ (Buddhism), BR (Christianity), BT (Doctrinal Theology), BV (Practical Theology),

BX (Denominations and Sects), DF (Greek History), GR (Folklore), PK (Indo-Iranian), PM (American Languages), BL (Religions, Mythology), DG (Italian History).

ART AND DESIGN

Purpose and Emphasis. To support instruction and research in Art leading to the B.A. in Art, the B.F.A. in Art or Design, and B.S. Ed. in Art; to support instruction in Art and Design to meet general requirements for other bachelor's degrees. Areas of concentration include art education, art history, ceramics, computer graphics, drawing, graphic design, metals/jewelry, painting, photography, printmaking, and sculpture. The Meyer Library is the main collecting unit for print materials and the departmental Slide Library for non-print materials.

Collection Parameters.

Language: Code level F. English is the primary language; however, selected other language material is included in addition to the English language material.

Date of Publication: Both current and retrospective materials are collected.

Chronological Coverage: From earliest times.

Geographic Coverage: Worldwide.

Format: Monographs; journals; audiovisuals with emphasis on slides, film, videocassettes.

Treatment: Upper-division materials are emphasized with attention to historical, critical, and applied aspects of the subject. Some attention is given to nonstandard sources such as museum or exhibition catalogs.

Collecting Levels.

Art Education	3a
Art History	3b
Ceramics	3a
Computer Graphics	3a
Drawing	3b
Graphic Design	3b
Metals/Jewelry	3a
Painting	3b
Photography	3b
Printmaking	3a
Sculpture	3b

Related Subject Statements. Biology, Computer Information Systems, History, Industrial Technology, Music, Theatre and Dance.

Additional Sources. Department of Art and Design Slide Library, Springfield Art Museum Library.

LC Classes Which Define the Subject. N (Fine Arts), QA 76 (Computer Science, Electronic Data Processing), QM (Human Anatomy), QD 450-731

(Photochemistry), TA 1501-1820 (Applied Optics, Lasers), TH 5011-5701 (Metalworking), TP 785-888 (Clay Industries, Ceramics, Glass), TP 890-933 (Textile Dyeing and Printing), TP 934-944 (Paints, Pigments, Varnishes, etc.), TR (Photography), TS 200-770 (Metal Manufactures, Metalworking), TT (Handicrafts, Arts and Crafts).

BIOLOGY

Purpose and Emphasis. To support instruction and research in Biology leading to the B.S., B.S. Ed., B.A., M.S., and M.S. Ed. degrees. Areas of concentration include microbiology, physiology, botany, zoology, wildlife conservation and management, and environmental studies.

Collection Parameters.

Language: Code level E. English is the primary language.

Date of Publication: Primarily current and recent (last ten years).

Chronological Coverage: Primarily current developments; selective historical coverage.

Geographic Coverage: Worldwide.

Format: Journals, monographs, audiovisuals.

Treatment: Original research reports reported in monographs and journals, conference and symposia proceedings, professional organization publications, upper-level undergraduate and graduate materials.

Collecting Levels.

Microbiology	
Immunology	3b
Microbial Taxonomy	3b
Microbial Ecology	3b
Microbial Genetics	3b
Pathogenic Microbiology	3b
Physiology	
Physiological Ecology	3b
Digestive Physiology	3a
Neuroendocrinology	3b
Cardiovascular-Respiratory-Renal	3a
Reproductive Physiology	3b
Botany	
Plant Ecology	3b
Plant Genetics	3b
Plant Biotechnology	3b
Plant Taxonomy	3b
Plant Morphology/Physiology	3a
Zoology	
Mammalogy	3b
Herpetology	3b
Ichthyology	3b
Ornithology	3a
Invertebrates	3a

Wildlife	
Conservation	3a
Game Management	3a
Fisheries Management	3b
Environmental Studies	
Aquatic Biology	3b
Community/Population Biology	3a
Evolution	3b

Related Subject Statements. Agriculture, Biomedical Sciences, Chemistry, Computer Science, Geography, Geology, Mathematics, Physics, Psychology.

Additional Sources. Linda Hall Library.

LC Classes Which Define the Subject. QL (Zoology), QK (Botany), QR (Microbiology), QH (Natural History), QM (Human Anatomy), QP (Physiology), SK 351-579 (Wildlife Management), SH (Aquaculture), SB 1-125 (Plant Culture), SD (Forestry), QE 701-996 (Paleontology), BF 180-299 (Experimental Psychology, Sensation), RA 1190-1270 (Toxicology), RV (Botanic Medicine).

BIOMEDICAL SCIENCES

Purpose and Emphasis. To support instruction and research in Biomedical Sciences leading to the B.S. (comprehensive) in Dietetics, B.A. and B.S. minors in Biomedical Sciences, B.S. minor in Exercise Science, and B.S. minor in Molecular Biology. Areas of concentration include human anatomy and physiology, neurophysiology, cell and molecular biology, molecular genetics, ultrastructure, developmental microanatomy, exercise physiology, genetic engineering and biotechnology, dietetics and nutrition, and virology. The Biomedical Sciences department provides service curricular support for departments offering programs in allied health fields such as medical technology, nursing, physical therapy, and radiologic technology, as well as courses for students with pre-professional interests in medicine, dentistry, pharmacy, and optometry.

Collection Parameters.

Language: Code level E. English is the primary language.

Date of Publication: Emphasis on current materials; retrospective material acquired to meet specific needs.

Chronological Coverage: Mostly current developments.

Geographic Coverage: Worldwide.

Format: Journals (primary emphasis), monographs, audiovisuals.

Treatment: Original research reports and publications of international and national organizations, conference and symposia proceedings, upper-level undergraduate and graduate materials.

Collecting Levels.

Human Anatomy and Physiology	3a
Neurophysiology	3b
Cell and Molecular Biology	3b
Molecular Genetics	3b
Ultrastructure	3b
Developmental Microanatomy	3b
Exercise Physiology	3b
Genetic Engineering and Biotechnology	3b
Dietetics and Nutrition	3a
Virology	3b

Related Subject Statements. Biology; Chemistry; Consumer and Family Studies; Health, Physical Education and Recreation; Nursing.

Additional Sources. St. John's Doctors' Library, Burge School of Nursing Library (Cox Medical Centers), Linda Hall Library.

LC Classes Which Define the Subject. QH 573-671 (Cytology), QH 426-531 (Genetics, Reproduction), QH 201-278 (Microscopy), RM (Therapeutics and Pharmacology, including Diet Therapy), TX 341-641 (Nutrition), QM (Human Anatomy), QP (Physiology), QR (Microbiology), RC 952-954 (Geriatrics), RC 1200-1245 (Sports Medicine), RB (Pathology), RE (Ophthalmology), RK (Dentistry).

CHEMISTRY

Purpose and Emphasis. To support instruction and research in Chemistry leading to the B.S., B.S. Ed., and M.S. Ed. At the instructional level, emphases include professional chemistry, environmental chemistry, biochemistry, and chemical education. At the research level, emphases include analytical chemistry, biochemistry, inorganic chemistry, organic chemistry, physical chemistry, instrument chemistry, computer chemistry, and chemical education curriculum design.

Collection Parameters.

Language: Code level F. English is the primary language. German and French are selectively collected.

Date of Publication: Emphasis on current, in-print materials, but selected back issues of serials are collected.

Chronological Coverage: Emphasis on the last ten years.

Geographic Coverage: Worldwide publications subject to language restrictions.

Format: Journals, monographs.

Treatment: Upper-division and graduate texts. Society publications, conference proceedings, recent advances publications, symposia and technical reports, and reference collections of data and procedures. Abstracts of the journal literature are an essential component.

Collecting Levels.

Professional Chemistry	3a
Environmental Chemistry	3a
Biochemistry	3b
Chemical Education	3b
Analytical Chemistry	3b
Inorganic Chemistry	3b
Organic Chemistry	3b
Physical Chemistry	3b
Instrument Chemistry	3b
Computer Chemistry	3b

Related Subject Statements. Biology, Computer Science, Geology, Mathematics, Physics.

Additional Sources. Linda Hall Library.

LC Classes Which Define the Subject.. QD (Chemistry), QC 451-467 (Optics), QP 501-801 (Biochemistry), TP (Chemical Technology), S 583-588 (Animal Chemistry and Physics), TN 550-799 (Metallurgy).

COMMUNICATION DISORDERS

Purpose and Emphasis. To support instruction and research in Communication Disorders leading to the B.S. and M.A. degrees. Areas of concentration include speech-language pathology, audiology, and hearing impaired. Research areas include speech and hearing science; psychoacoustics; aural rehabilitation; normal processes of speech and language; neuropathologies of communication; disorders of voice, fluency, phonology and child language; and education of the hearing impaired.

Collection Parameters.

Language: Code level E. English is the primary language.

Date of publication: Current, in-print publications.

Chronological Coverage: Emphasis on current developments and research.

Geographic Coverage: Primary emphasis on United States, selective international coverage.

Format: Emphasis on journals, selective collection of monographs, very selective collection of audiovisuals.

Treatment: Research level publications are emphasized, particularly journals. Selective purchase of current basic texts. Medical literature as it pertains to the subject is acquired. Historical treatment is not emphasized.

Collecting Levels.

Speech Language Pathology	3b
Audiology	3b
Speech and Hearing Science	3b
Psychoacoustics	3b
Aural Rehabilitation	3b
Neuropathology	3b
Voice Disorders	3b
Fluency Disorders	3b
Phonology Disorders	3b
Child Language Disorders	3b
Education of the Hearing Impaired	3b

Related Subject Statements. Biomedical Sciences, Communications, Physics, Psychology, Reading and Special Education.

Additional Sources. Burge School of Nursing Library.

LC Classes Which Define the subject. RF (Otorhinolaryngology), BF 311-499 (Cognition and Perception), BF 712-724 (Child Psychology), HV (Social Pathology), LB 1101-1139 (Child Development), LC 1390-5158

(Special Education), P 101-141 (Linguistics), QC 220-246 (Acoustics), QM (Human Anatomy), QP 1-495 (Physiology).

COMMUNICATIONS

Purpose and Emphasis. To support undergraduate and graduate instruction, student and faculty research in human communication, electronic media, persuasion/rhetoric, and public relations leading to the B.A., B.S., and M.A. in Communications. Areas of concentration in undergraduate instruction include: broadcasting, business and professional communication, cinema history and criticism, communication education, communication fundamentals, communication law and regulation, communication management, communication theory, cross-cultural communication, interpersonal communication, mass communication theory, media production and design, organizational communication, political communication, public relations, public speaking, research methodology, rhetoric and persuasion, small group communication, telecommunications and electronic media. Areas of concentration in graduate instruction include: communication management, communication theory and research, electronic media, methodology and critical analysis, and rhetorical studies.

Collection Parameters.

Language: Code level E. English is the primary language.

Date of Publication: Primarily current, in-print publications; selective retrospective acquisition of works important to classical rhetoric or seminal to the field.

Chronological Coverage: From Greco-Roman to the present; emphasis, however, on current developments.

Geographic Coverage: Emphasis on North America; selective international coverage with emphasis on western Europe and Pacific basin.

Format: Monographs, journals, audiovisuals.

Treatment: A variety of lower and upper-division texts are collected, along with annual books, society and professional publications, manuals and handbooks, and works devoted to criticism, theory-building, and surveys of research or professional practices. Applied and theoretical works receive equal emphasis.

Collecting Levels.

Broadcasting	3a
Business and Professional Communication	2b
Cinema History and Criticism	3a
Communication Education	2b
Communication Fundamentals	3a
Communication Law and Regulation	1b
Communication Management	3a
Communication Theory	3a
Cross-Cultural Communication	2a
Interpersonal Communication	3a

Mass Communication Theory	2b
Media Production and Design	3a
Organizational Communication	3a
Political Communication	3a
Public Relations	3a
Public Speaking	2b
Research Methodology	3b
Rhetoric and Persuasion	3a
Small Group Communication	3a
Telecommunications	3a

Related Subject Statements. Art and Design; English; Management; Marketing; Political Science; Psychology; Sociology, Anthropology, and Social Work.

LC Classes Which Define the Subject. BF (Psychology), D (World History), H (Social Sciences), HA (Statistics), HC (Economic History), HD (Agriculture and Industry), HE 8689-8700 (Communications), HF 5601-5689 (Accounting), HM (Sociology), HQ (Family Studies), HX (Socialism), J (Political Science), JF & JK (Constitutional History and Administration), KF (Law), LB (Theory and Practice of Education), P (Philology and Linguistics), PN (Literature), PS (Plays), TR (Photography), Z (Library Science).

COMPUTER INFORMATION SYSTEMS

Purpose and Emphasis. To support instructional and research activities in Computer Information Systems leading to the B.S., B.A., and M.B.A. degrees. Areas of undergraduate concentration include the following options: (1) comprehensive Computer Information Systems major and the Computer Information Systems minor: programming, program design and development, systems analysis and design, management information systems, decision support systems, database management systems, COBOL programming, fourth generation languages, assembler programming, microcomputers, application software, and (2) Decision Analysis minor: quantitative methods, management science, beginning and advanced statistics--including parametric and non-parametric methods, analysis of variance, correlation and regression, time series and forecasting, and decision theory. Additional support is required for information systems management, project management, expert systems, knowledge systems, artificial intelligence and telecommunications.

Collection Parameters.

Language: Code level E. English is the primary language.

Date of Publication: Primarily current, in-print publications.

Chronological Coverage: Primarily current; also, c. 1950-current.

Geographic Coverage: All industrialized and industrializing nations and regions worldwide.

Format: Monographs and journals with emphasis on journals.

Treatment: Few textbooks at any level are desired. Collection should center on books and journals for upper-division undergraduate students, graduate students, faculty research, professional and business practitioners. Conference proceedings, association publications--particularly computer operating and software system manuals, are very important.

Collecting Levels.

Programming (General)	3b
Program Design	3b
Systems and Systems Analysis	3b
Management Information Systems	3b
COBOL Programming	3b
Fourth Generation Languages	3b
Assembler Programming	3b
Microcomputers	3b
Application Software	3b
Quantitative Methods	3b
Management Science	3b
Business Statistics	3b
Project Management	3b

Artificial Intelligence	3b
Telecommunications	3b

Related Subject Statements. Accounting, Computer Science, Economics, Finance and General Business, Industrial Technology, Management, Marketing, Mathematics, Office Administration and Business Education.

Additional Sources. SMSU Computing Center.

LC Classes Which Define the Subject. QA 76 (Computer Science), HA (Statistics), HF 5001-6351 (Business), HF 1-4050 (Commerce), HD 1-100 (Economics--Production), Z 49-102 (Typewriters, Typewriting), HE 7601-9715 (Telecommunications Industry).

COMPUTER SCIENCE

Purpose and Emphasis. To support instruction and research leading to the B.S. in Computer Science and to support Computer Science application needs of other academic departments within the University. Areas of emphasis include computer hardware, computer software, networking, systems, operations research, numerical analysis, simulation, programming languages, and artificial intelligence.

Collection Parameters.

Language: Code level E. English is the primary language.

Date of Publication: Current materials.

Chronological Coverage: Mostly contemporary developments.

Geographic Coverage: Primarily United States.

Formats: Journals and monographs.

Treatment: Materials at all levels, society publications, conference proceedings, technical reports.

Collecting Levels.

Computer Hardware	3b
Computer Software	3b
Networking	3b
Systems	3b
Operations Research	3b
Numerical Analysis	3b
Simulation	3b
Programming Languages	3b
Artificial Intelligence	3b

Related Subject Statements. Computer Information Systems, Mathematics, Physics.

Additional Sources. SMSU Computing Center.

LC Classes Which Define the Subject. QA 76 (Computer Science), TK 5101-6720 (Telecommunication), TK 7885-7895 (Computer Engineering), Q 300-385 (Cybernetics, Information Theory).

CONSUMER AND FAMILY STUDIES

Purpose and Emphasis. To support instruction and research in Consumer and Family Studies leading to the B.S. regular and the B.S. comprehensive, and the B.S. in Education (regular and vocational). Comprehensive specializations include: child and family development, clothing and textiles (including apparel design, production and merchandising, and fashion merchandising), hospitality and restaurant administration, housing and interior design (including residential design and contract design).

Collection Parameters.

Language: Code level F. English is the primary language; other languages selectively treated.

Date of Publication: Emphasis on current, in-print publications; selective coverage of retrospective material.

Chronological Coverage: Primarily current developments; selective historical treatment.

Geographic Coverage: Emphasis on the United States; selective international coverage, with emphasis on western Europe.

Format: Journals, monographs, and audiovisuals.

Treatment: Emphasis on studies of a current and applied nature. Professional and association publications are collected.

Collecting Levels.

Child and Family Development	3b
Apparel Design	3a
Production and Merchandising	3a
Fashion Merchandising	3a
Hospitality and Restaurant Administration	3a
Residential Design	3a
Contract Design	3a

Related Subject Statements. Art and Design; Biomedical Sciences; Health, Physical Education and Recreation; Industrial Technology; Management; Marketing; Nursing; Philosophy; Psychology; Sociology, Anthropology and Social Work.

LC Classes Which Define the Subject. TX (Home Economics), TT 387-924 (Furnishings and Textiles, Clothing, Needlework, Decorative Crafts), GT 500-2370 (Costume), BF 712-724 (Child Psychology), HQ (Family Studies), RJ (Pediatrics), NK 1700-3505 (Interior Design), NC 997-1003, (Commercial Art), RA 421-790 (Public Health), NA 2699-4050 (Architecture), GT 170-474 (House Design), TA 166-167 (Human Engineering), TH (House Construction), HD 9000-9999 (Special Industries), TP 368-659 (Food Processing), HM (Sociology), HN (Social History).

ECONOMICS

Purpose and Emphasis. To support instruction and research in Economics leading to the B.S., B.A., M.B.A., and M.P.A. Areas of concentration include microeconomic and macroeconomic theory, labor economics, international economics, public finance, industrial organization, economic growth and development, urban and regional economics (including location economics), the economics of money and banking (theory, history, and practice), economic history, and history of economic thought.

Collection Parameters.

Language: Code level E. English predominates.

Date of Publication: Current, in-print publications. Retrospective purchases in specialized subject areas, including: economic theory, labor history, and monetary history.

Chronological coverage: Historical items relevant to economic theory and practice, up to and including current developments in economics.

Geographic Coverage: The U.S., generally; European, Asian, and other regions for materials relating to statistics, policies, historical information, trade, etc.

Format: Monographs, journals, microforms.

Treatment: Upper-division texts and publications related to theory and policy, historical and comparative studies, and econometrics. Statistical publications from international organizations (e.g., UN, OECD, OAS) and from statistical offices of individual countries. Publications of professional economics associations. Lower-division texts, general surveys, and popular treatments are collected selectively as are some European and Asian language textbooks for the convenience of foreign students.

Collecting Levels.

Microeconomic and Macroeconomic Theory	3a
Labor Economics	3b
International Economics	3b
Public Finance	3b
Industrial Organization	3b
Economic Growth and Development	3a
Urban and Regional Economics	3b
Economics of Money and Banking	3b
Economic History	3a
History of Economic Thought	3b

Related Subject Statements. Accounting, Finance and General Business, History, Management, Marketing, Political Science.

Additional Sources. SMSU Labor Union Archives.

LC Classes Which Define the Subject. H (Social Sciences), HA (Statistics), HB (Economic Theory), HC (Economic History), HD (Agriculture and Industry), HG (Finance), HJ (Public Finance), KF (Law).

EDUCATIONAL ADMINISTRATION

Purpose and Emphasis. To support instruction and research leading to the M.S. Ed. and Ed. S. degrees in Educational Aministration. The degrees require studies specifically in the areas of school law, school finance, management, leadership, supervision, administrative theory, learning theory, instructional methods, school facilities, personnel, negotiations, policy making, curriculum, public relations, discipline, student personnel, student services, instructional management systems, communications, decision making, teacher evaluation and educational research.

Collection Parameters.

Language: Code level E. English is the primary language.

Date of Publication: Current, in-print publications; selective retrospective.

Chronological Coverage: Current developments.

Geographic Coverage: United States, primarily; Great Britain also.

Format: Monographs and journals; audiovisuals and microforms where appropriate.

Treatment: Primarily graduate-level publications, including textbooks and professional association publications; selected upper-division undergraduate materials.

Collecting Levels.

Educational Administration	3b
School Law	3b
School Finance	3b
Management	3b
Leadership	3b
Supervision	3b
Administrative Theory	3b
Learning Theory	3b
Instructional Methods	3b
School Facilities	3b
Personnel	3b
Planning	3b
Negotiations	3b
Policy Making	3b
Curriculum	3b
Public Relations	3b
Discipline	3b
Student Personnel	3b
Student Services	3b
Instructional Management Systems	3b
Communications	3b
Decision Making	3b

Teacher Evaluation	3b
Educational Research	3b

Related Subject Statements. Elementary and Secondary Education, Guidance and Counseling; Psychology; Reading and Special Education.

LC Classes Which Define the Subject. LB 2801-3095 (School Administration), LB 1025-1695 (Teaching), LB 2300-2430 (Higher Education), LB 3201-3325 (School Architecture), KF 4100-4258 (Educational Law), LC 1-6691 (Special Aspects of Education).

ELEMENTARY AND SECONDARY EDUCATION

Purpose and Emphasis. To support and maintain instruction and research in Elementary and Secondary Education leading to B.S. and M.S. degrees in Education and provide supporting coursework for the Ed. S. degrees. Areas of emphasis include teaching methodologies in the elementary and secondary curriculum, educational philosophy and research, and educational media.

Collection Parameters.

Language: Code level E. English is the primary language.

Date of Publication: Current, in-print publications.

Chronological Coverage: Current developments and historical treatments.

Geographic Coverage: United States, with selected titles from other areas of the world.

Format: Monographs, journals, films, filmstrips, slides, instructional kits, videotapes and microforms when appropriate.

Treatment: Trade publications, upper-division and graduate level texts, statistical publications, research reports from professional associations, curriculum materials, juvenile literature and teaching aids.

Collecting Levels.

Teaching Methodologies	3b
Educational Philosophy and Research	3b
Educational Media	3b

Related Subject Statements. Educational Administration, Guidance and Counseling, Reading and Special Education.

LC Classes Which Define the Subject. LB (Theory and Practice of Education), LD (Education in the United States), LA (History of Education), LC (Special Aspects of Education), KF 4100-4258 (Educational Law).

ENGLISH

Purpose and Emphasis. To support instruction and research in the study of the English language and of literature written in or translated into English leading to the B.A., B.S. Ed., and M.A.; to support instruction in B.A. and B.S. Ed. minors in English, journalism, creative writing, and technical writing; to support undergraduate instruction in composition and literature to meet general education requirements; to provide a broad selection of literature in English for the University community's cultural and recreational enrichment. Areas of concentration include literature, linguistics, creative writing, journalism, and technical writing.

Collection Parameters.

Language: Code level F. English language material predominates. Selected other language material is included in addition to the English language material.

Date of Publication: Current, in-print publications as well as retrospective materials.

Chronological Coverage: From early English texts to contemporary writings.

Geographic Coverage: Worldwide, with emphasis on Great Britain and the United States.

Format: Primarily monographs and journals; audiovisual materials and microforms selectively collected.

Treatment: Various standard editions of literary texts or collected works as well as anthologies are collected, as are a variety of critical and biographical studies at both the undergraduate and research level. Research material dealing with rhetoric and composition and appropriate bibliographical tools are also collected.

Collecting Levels.

Literature	3b
Linguistics	3a
Creative Writing	3a
Technical Writing	3a
Journalism	3a

Related Subject Statements. Communications, Elementary and Secondary Education, Foreign Languages, History, Philosophy, Political Science, Reading and Special Education, Theatre and Dance.

LC Classes Which Define the Subject. P-PZ (Language, Literature, Linguistics).

FINANCE AND GENERAL BUSINESS

Purpose and Emphasis. To support instruction at the undergraduate and Master's level in Finance, Insurance, Banking, and Real Estate law. To acquire and maintain a collection of periodicals, books and other resource materials to facilitate research by the department's faculty and students. Areas of concentration include financial management, investments, insurance, banking, real estate, financial services, and business law.

Collection Parameters.

Language: Code level E. English is the primary language.

Date of Publication: Primarily current, in-print publications.

Chronological Coverage: Primarily current; also, c. 1900-present.

Geographic Coverage: All industrialized and industrializing nations and regions worldwide.

Format: Monographs and journals with more emphasis on journals.

Treatment: Few textbooks at any level are desired. Collection should center on books and journals for upper-division undergraduate students, graduate students, faculty research, and professional and business practitioners. Conference proceedings, association publications--particularly Financial Management Association, annual reports, looseleaf financial services, books of readings, and legal reference services, are important.

Collecting Levels.

Financial Services	3b
Banking	3b
Financial Management	3b
Insurance	3b
Investments	3b
Real Estate	3b
Business Law	3a

Related Subject Areas. Accounting, Communications, Computer Information Systems, Economics, Management, Marketing, Office Administration and Business Education, Political Science.

Additional Sources. Court of Appeals, Greene County Bar Association Library.

LC Classes Which Define the Subject. HG (Finance), HJ (Public Finance), HD 101-4730 (Agriculture and Industry), HF 5001-6351 (Business), HA (Statistics), HB (Economic Theory), HC (Economic History), KF-KFW (Law).

FOREIGN LANGUAGES

Purpose and Emphasis. To support instruction and research in French, German, Greek, Hebrew, Latin, and Spanish languages, literatures, and civilizations leading to the B.A., B.S., and B.S. in Education degrees with majors or minors in French, German, Latin, and Spanish; to support instruction in those areas to meet general education and Bachelor of Arts requirements and the Foreign Language component of individualized majors in international affairs and international business and other specialized majors and degrees. Special areas of emphasis, beyond those above, include Francophone, Canadian and Latin American studies, classical and comparative mythology, linguistics, and foreign language for business use.

Collection Parameters.

Language: Code level W. English, French, German, Hebrew, Latin, Spanish.

Date of Publication: Current and retrospective. Filling back files of journals. Older materials not superseded.

Chronological Coverage: From the third millennium to present.

Geographic Coverage: Eastern Mediterranean (especially Greece and Italy), South America, Spain, Germany, Quebec, Francophone countries in Africa, Switzerland, Belgium, and the Caribbean.

Format: Monographs and journals. Films and videocassettes.

Treatment: Standard editions of literary works in original languages and translation. Studies on history, philosophy, civilization, geography, art, architecture, and literature of Europe, South America, Quebec, ancient Italy and Greece, and the ancient Near East for beginning and advanced undergraduate and for professional readers. Studies in texts, literary criticism, biographies, linguisitics, and general academic works dealing with foreign language teaching. Advanced materials for faculty research.

Collecting Levels.

Classics	3a
French	2b
German	2b
Spanish	2b
Francophone	2b
Canadian and Latin American Studies	2b
Classical and Comparative Mythology	3a
Linguistics	3a
Foreign Language for Business	2b

Related Subject Statements. Antiquities, Art and Design, Communications, Elementary and Secondary Education, English, Finance and General Business, Geography, History, Theatre and Dance.

LC Classes Which Define the Subject. P (Philology and Linguistics), PA (Classical Languages and Literature), PB 1-431 (Modern Languages), PC 2001-3761 (French Language), PD (Germanic Languages), PF 3001-5999 (German Language), PJ 4101-5809 (Middle Eastern Languages), PN 45-1009 (Literary History), PQ 1-9999 (Romance Literature), PT 1-4899 (German Literature), R 131-687 (History of Medicine), U 800-897 (Arms and Armor), B 69-5739 (History of Philosophy), BL (Religion and Mythology), BM (Judaism), DC (French History), DD (German History), DE (Greco-Roman History), DF (Greek History), DG (Italian History), DP (Spanish History), F 1000-3799 (North and South American History), GR (Folklore), GT (Manners and Customs), GV 557-1799 (Sports and Dance), HN (Social History), HQ (Family Studies), JX (International Law), CB (History of Civilization), CJ (Numismatics), CN (Inscriptions), Z 4-25 (History of Books), Z 40-115 (Writing).

GEOGRAPHY

Purpose and Emphasis. To support instruction and research in Geography leading to the B.S. or B.A. in Geography; the B.S. Ed. and the B.S. (comprehensive) in Geography--Urban and Regional Planning, or Cartography and Map Technology; and the M.S. in Resource Planning. Areas of concentration include urban, cultural, historical, economic, physical, and regional geography; atmospheric science; conservation; cartography, surveying and remote sensing; urban and regional planning; tourism and travel planning; and resource planning.

Collection Parameters.

Language: Code level E. English is the primary language.

Date of Publication: Primarily current.

Chronological Coverage: Primarily current.

Geographic Coverage: Worldwide.

Format: Journals, monographs, audiovisuals.

Treatment: Upper-level undergraduate and graduate materials, proceedings, symposia, technical reports, society publications (particularly those of the American Society of Photogrammetry and Remote Sensing, American Congress on Surveying and Mapping, Association of American Geographers, and the National Council for Geographic Education).

Collecting Levels.

Urban, Historical, Cultural, Economic, Physical, and Regional Geography	3a
Atmospheric Science	3a
Conservation	3a
Cartography, Surveying, and Remote Sensing	3b
Urban and Regional Planning	3b
Tourism and Travel Planning	3a
Resource Planning	3b

Related Subject Statements. Agriculture; Art and Design; Biology; Chemistry; Computer Science; Economics; Geology; Health, Physical Education and Recreation; History; Industrial Technology; Physics; Political Science; Sociology, Anthropology and Social Work.

LC Classes Which Define the Subject. G (Geography), GA (Mathematical Geography and Cartography), GB (Physical Geography), GF (Anthropogeography), HF 1021-1029 (Commercial Geography), HT 390-395 (Regional Planning), TA 501-625 (Surveying), TR (Photography, including Remote Sensing and Photogrammetry), TA 1632 (Digital Image Processing), QC 851-999 (Meteorology).

GEOLOGY

Purpose and Emphasis. To support instruction and research in Geology leading to the B.S. in Geology or the B.S. Ed., and the M.S. in Resource Planning or the M.S. Ed. The Education degree has concentrations in natural science and earth science. Areas of emphasis in Geology include cartography, petroleum geology, mining, and resource management.

Collection Parameters.

Language: Code level F. Primarily English, with some German, Spanish, and French.

Date of Publication: Current and retrospective.

Chronological Coverage: No time limitations.

Geographic Coverage: The Ozarks, United States and North America, Europe, China, Australia, Soviet Union.

Format: Journals, monographs, audiovisuals.

Treatment: Upper-level undergraduate and graduate materials. Society publications, conference proceedings, technical reports, maps.

Collecting Levels.

Natural Science	3a
Earth Science	3a
Cartography	3b
Petroleum Geology	3a
Mining	3a
Resource Management	3b

Related Subject Statements. Biology, Chemistry, Geography.

LC Classes Which Define the Subject. QE (Geology), TN (Mining Engineering), GB (Physical Geography), GA (Cartography), TR (Photography), GC (Oceanography), QC 801-999 (Geophysics, Meteorology, Geomagnetism), TA 501-625 (Surveying), TA 705-710 (Engineering Geology).

GERONTOLOGY

Purpose and Emphasis. To support instruction and research in a number of interdisciplinary fields leading to the B.S. in Gerontology. General areas of concentration include the biological aspects of aging, the sociological and psychological aspects of aging, and the administration of programs dealing with the aged.

Collection Parameters.

Language: Code level E. English is the primary language.

Date of Publication: Primarily current, in-print publications.

Chronological Coverage: Emphasis on current developments; historical aspects selectively acquired.

Geographic Coverage: Worldwide, with special emphasis on the United States and other Western nations.

Format: Monographs and journals; audiovisuals selectively collected.

Treatment: A wide variety of studies is collected, particularly at upper-undergraduate and research levels. Quantitative, applied, and analytic studies from a number of sources are collected.

Collecting Levels.

Biological Aspects of Gerontology	3a
Sociological and Psychological Aspects of Gerontology	3a
Program Development in Gerontology	3a

Related Subject Statements. Biomedical Sciences; Consumer and Family Studies; Guidance and Counseling; Health, Physical Education and Recreation; Nursing; Psychology; Sociology, Anthropology and Social Work.

LC Classes Which Define the Subject. RC 952-954 (Geriatrics), BF (Psychology), GV (Recreation), HM (Sociology), HQ (Family Studies), HT (Community Studies), HV (Social and Public Welfare), QP (Physiology), RA (Public Health), RM (Therapeutics and Pharmacology).

GUIDANCE AND COUNSELING

Purpose and Emphasis. To support instruction and research leading to the M.S. in Guidance and Counseling (elementary and secondary school) with concentrations in career development, mental health, measurement, counseling theories and techniques, group counseling, human development, learning styles and counseling in non-school settings.

Collection Parameters.

Language: Code level E. English is the primary language.

Date of Publication: Current, in-print publications.

Chronological Coverage: Current developments and historical treatments.

Geographic Coverage: United States, primarily; Canada and Europe, selectively.

Format: Primarily monographs and journals; audiovisuals also.

Treatment: Graduate-level and upper-division undergraduate publications, including professional association materials and textbooks.

Collecting Levels.

Career Development	3b
Mental Health	3b
Measurement	3b
Counseling Theories and Techniques	3b
Group Counseling	3b
Human Development	3b
Learning Styles	3b
Counseling in Non-School Settings	3b

Related Subject Statements. Educational Administration; Elementary and Secondary Education; Psychology; Reading and Special Education; Sociology, Anthropology and Social Work.

LC Classes Which Define the Subject. LB 1025-1695 (Teaching), BF 1-1000 (Psychology), LB 3051 (Educational Testing), HF 5381-5382 (Vocational Guidance), HQ (Family Studies), HV (Social Pathology), RC 435-576 (Psychiatry), RJ (Pediatrics).

HEALTH, PHYSICAL EDUCATION AND RECREATION

Purpose and Emphasis. To support instruction and research in physical education leading to the B.S. in Education in Physical Education, and the B.S. in Recreation and Leisure Studies, Medical Technology, Radiological Technology, and Respiratory Therapy. Emphases within physical education include exercise physiology, anatomy and kinesiology, motor learning, dance, teaching methodology, and the psychology, sociology, history and philosophy of sport. Areas of certification include coaching for non-physical education majors, driver education, health education and National Athletic Trainers Association. Areas of emphasis in Recreation and Leisure are: community recreation, outdoor recreation and natural resource management, private/commercial recreation, therapeutic recreation, senior adult and wellness.

Collection Parameters.

Language: Code level E. English is the primary language.

Date of publication: Current, in-print publications.

Chronological coverage: Emphasis on current developments.

Geographic coverage: Emphasis on North America; selective coverage of other areas.

Format: Journals, monographs, audiovisuals; very selective coverage of microforms where appropriate.

Treatment: Upper-division and graduate-level texts and journals. Society publications, conference proceedings and research reports from professional associations. Curriculum materials and microforms where appropriate. Materials of a general nature and updated sports publications from professional agencies.

Collecting Levels.

Exercise Physiology	3b
Anatomy	3b
Kinesiology	3b
Motor Learning	3b
Dance	3b
Teaching Methodology	3b
Sport	3b
Driver Education	3a
Recreation	3b
Wellness	3b
*Medical Technology	3a
*Radiological Technology	3a
*Respiratory Therapy	3a

*SMSU has entered into agreements with the schools at St. John's Regional Health Center (Springfield), St. John's Medical Center (Joplin), Cox Medical Center (Springfield), Research Medical Center

(Kansas City), and the Jewish Hospital of St. Louis whereby medical technology, radiologic technology, or respiratory therapy majors may complete their work at one of those schools. Students desiring to pursue any of the listed majors may secure preparatory training at SMSU.

Related Subject Statements. Biology; Biomedical Sciences; Educational Administration; Geography; Gerontology; History; Nursing; Psychology; Sociology, Anthropology and Social Work; Theatre and Dance.

Additional Sources. Burge School of Nursing Library, St. John's Doctors' Library.

LC Classes Which Define the Subject. GV (Recreation), RA 421-790 (Public Health), RC 1200-1245 (Sports Medicine), RC 86-88 (First Aid), RD 92-96 (Injuries), BF 712-724 (Child Psychology), QM (Human Anatomy), QP 1-348 (Physiology), G 155 (Tourism), HV 670 (Life Saving), SK (Hunting).

HISTORY

Purpose and Emphasis. To support instruction and research in History leading to the B.A., B.S. in Education (History or Comprehensive Social Studies Program), M.A., M.S. in Secondary Education (emphasis in History or Social Science Area). Areas of concentration include North America, Europe (including Great Britain and Russia), Asia, the Middle East, Oceana, the West Indies, and Latin America.

Collection Parameters.

Language: Code level F. English predominates; some Spanish, French and German.

Date of Publication: Current, in-print publications; considerable retrospective purchases; completing runs of journals; acquiring back files.

Chronological Coverage: From ancient times to the present.

Geographic Coverage: Emphasis on North America, Europe (including Great Britain and Russia), Asia, the Middle East, Oceana, the West Indies, and Latin America.

Format: Monographs, journals, and selected microforms. Selected films, filmstrips, videocassettes, and newspapers.

Treatment: Specialized monographs for research, and for graduate and undergraduate students. Also biographies, historical statistics, bibliographies, indexes, memoirs, autobiographies, diaries, reminiscences, newspapers, and government documents. Selected atlases, handbooks, publications of societies and associations (including transactions and proceedings). Very selective collecting of undergraduate textbooks, original sources, and manuscript collections.

Collecting Levels.

United States	3b
North America, except U.S.	3a
Europe	3b
Asia	3b
The Middle East	3b
Oceana	3a
The West Indies	3a
Latin America	3b

Related Subject Statements. Agriculture; Consumer and Family Studies; Economics; Elementary and Secondary Education; English; Finance and General Business; Foreign Languages; Geography; Geology; Nursing; Philosophy; Political Science; Psychology; Religious Studies; Sociology, Anthropology and Social Work.

LC Classes Which Define the Subject. CT (Biography), D-DX (World History), E (American History), F (History of North America), H-HF (Economics), HM (Sociology-General), HN (Social History, JA (Political Science-General), JC (Political Science-Theory), JK (Political Science-U.S.), JN (Political Science-Europe), CD (History-Archives), CR (Heraldry), CS (Genealogy).

INDUSTRIAL TECHNOLOGY

Purpose and Emphasis. To support instruction and research leading to a B.S. in Industrial Technology, a B.S. Ed. and M.S. Ed. in Industrial Education or Vocational/Technical Education. Areas of concentration include construction, drafting and design, electricity-electronics, electromechanical, power and transportation, printing, manufacturing, and industrial management. Newly approved areas are design and drafting engineering technology, electronic engineering technology, manufacturing engineering technology, plastics engineering technology, and industrial distribution.

Collection Parameters.

Language: Code level E. English is the primary language.

Date of publication: Current, in-print publications.

Chronological Coverage: Emphasis on current developments.

Geographic Coverage: All levels.

Format: Journals, monographs, audiovisuals.

Treatment: Texts, both lower and upper division, are collected as they apply to the areas of concentration. Professional and trade publications and journals are acquired as are industrial standards, specifications, and codes of a variety of associations. Selective collecting of consumer-oriented texts and journals.

Collecting Levels.

Construction	3b
Drafting and Design	3b
Electricity-Electronics	3b
Electromechanical	3b
Power and Transportation	3b
Printing	3b
Manufacturing	3b
Industrial Management	3b
Design and Drafting Engineering Technology	3b
Electronic Engineering Technology	3b
Manufacturing Engineering Technology	3b
Plastics Engineering Technology	3b
Industrial Distribution	3b

Related Subject Statements. Chemistry, Computer Science, Management, Mathematics, Physics.

LC Classes Which Define the Subject. T (Technology), TT 1-385 (Industrial Arts), TA (Engineering), TH (Building Construction), TJ (Mechanical Technology), TK (Electronics), TL (Motor Technology and Vehicles, Aeronautics), TP 316-360 (Fuels), TP 785-1185 (Ceramics and Cement), TR (Photography), TS (Manufacturing), TT 1-385 (Handicrafts),

NA 2699-4050 (Architecture), QA 76 (Computer Technology), Z 116-265 (Printing).

LIBRARY SCIENCE

Purpose and Emphasis. To support instruction and research leading to a Library Science minor on the B.A., B.F.A., B.S. Ed., and B.S. degrees. Areas of concentration include acquisitions, bibliographic control, library services and administration in support of curricula in school and academic librarianship, as well as the application of appropriate technologies in these areas.

Collection Parameters.

Language: Code level E. English is the primary language.

Date of Publication: Primarily current, in-print publications.

Chronological Coverage: Primarily current developments; selective historical treatment.

Geographic Coverage: Emphasis on the United States with selective coverage of other English-speaking countries.

Format: Monographs, journals, and selected microforms; selective AV coverage.

Treatment: Specialized monographs for research and instruction are collected. Texts are collected as they apply to the areas of concentration. Professional and trade publications, journals, and conference proceedings are acquired as they relate to the overall discipline.

Collecting Levels.

Library Acquisitions	2b
Bibliographic Control	3a
Library Services and Administration	3a
Library Technology	2b

Related Subject Statements. Elementary and Secondary Education, Management, Reading and Special Education.

LC Classes Which Define the Subject. Z 662-1000 (Library Science), LB 1025-1050 (Teaching Aspects of Library Science), LB 2800-3100 (Administration and Organization of Students).

MANAGEMENT

Purpose and Emphasis. To support instruction and research in Management leading to the B.S., B.A., and M.B.A. degrees. Areas of undergraduate concentration include the following options in the comprehensive Management major: Human Resources Management, Operations Management, Administrative Management, and Entrepreneurship. Minors offered to students pursuing either the B.S. or B.A. degree include Management, International Management, and Personnel Management/Industrial Relations. The department supports a concentration in Management for the M.B.A. degree.

Collection Parameters.

Language: Code level E. English is the primary language.

Date of Publication: Primarily current, in-print publications.

Chronological Coverage: Primarily current; also, c. 1800-current.

Geographic Coverage: All industrialized and industrializing nations and regions worldwide.

Format: Monographs and journals with emphasis on journals.

Treatment: Few textbooks at any level are desired. Collection should center on books and journals for upper-division undergraduate students, graduate students, faculty research, and professional and business practitioners. Conference proceedings, association publications--particularly American Management Association and the Academy of Management publications, are important.

Collecting Levels.

General Management	3b
Human Resources Management	3b
Operations Management	3b
Administrative Management	3b
Entrepreneurship	3b
International Management	3b
Personnel Management/Industrial Relations	3b

Related Subject Statements. Accounting, Communications, Computer Information Systems, Economics, Finance and General Business, Marketing, Office Administration and Business Education, Political Science, Psychology.

LC Classes Which Define the Subject. HD 28-70 (Industrial Management), HD 4801-8943 (Labor), HF 5548.7-5549.5 (Personnel Management), BF 481-504 (Motivation), BF 636-637 (Applied Psychology), HM 131-134 (Interpersonal Relations), HM 263 (Public Relations), TS 155-193 (Production Management).

MARKETING

Purpose and Emphasis. To support instruction and research in the area of Marketing leading to B.S., B.A., and M.B.A. degrees. Areas of undergraduate concentration include the following options in the Marketing comprehensive major: Marketing Management, Advertising and Promotion, Marketing Research, Sales/Sales Management, and Retailing/Merchandising. Minors offered to students pursuing either the B.S. or B.A. degree include Marketing, Retailing/Merchandising, and International Marketing. The department supports a concentration in Marketing for the M.B.A. degree.

Collection Parameters.

Language: Code level E. English is the primary language.

Date of Publication: Primarily current, in-print publications.

Chronological Coverage: Primarily current; also, c. 1900-current.

Geographic Coverage: All industrialized and industrializing nations and regions worldwide.

Format: Monographs, and journals with emphasis on journals.

Treatment: Few textbooks at any level are desired. Collection should center on books and journals for upper-division undergraduate students, graduate students, faculty research, and professional and business practitioners. Conference proceedings, association publications--particularly American Marketing Association publications, are important.

Collecting Levels.

Marketing	3b
Marketing Management	3b
Advertising and Promotion	3b
Marketing Research	3b
Sales/Sales Management	3b
Retailing/Merchandising	3b
International Marketing	3b

Related Subject Areas. Accounting, Computer Information Systems, Communications, Consumer and Family Studies, Finance and General Business, Management, Office Administration and Business Education, Psychology.

LC Classes Which Define the Subject. HF 5801-6191 (Advertising), HE (Transportation and Communication), HA (Statistics), HB 848-875 (Population Economics), HB 879-3700 (Demography), BF 1-1000 (Psychology), HD 5500-5506 (Labor), NC 997-1003 (Commercial Art).

MATHEMATICS

Purpose and Emphasis. To support a strong master's program, the research interests of the faculty, and quality undergraduate and graduate education in mathematics, leading to the B.A., B.S., B.S. Ed., M.A., and M.S. Ed. degrees. Areas of importance to graduate students and research-active faculty are: functional analysis, classical analysis, algebra, statistics, differential equations, and topology. Undergraduate materials are collected selectively.

Collection Parameter.

Language: Code level F. English is the primary language. German, French, Russian, and some other languages are selectively collected.

Date of Publication: Current and retrospective.

Chronological Coverage: From 1930 to the present with prime emphasis on current developments.

Geographic Coverage: Primarily English language materials of quality research worldwide.

Format: Journals and monographs.

Treatment: Graduate and undergraduate materials, society publications, symposia, proceedings, and mathematics departmental publications are collected.

Collecting Level.

Functional Analysis	3b
Classical Analysis	3b
Algebra	3b
Statistics	3b
Differential Equations	3b
Topology	3b

Related Subject Statements. Computer Science, Economics, Physics.

LC Classes Which Define the Subject. QA (Mathematics), HA (Statistics), BC 135 (Mathematical and Symbolic Logic).

MILITARY SCIENCE

Purpose and Emphasis. To support instruction in the Basic Course, the Advanced Course, and the minor in Military Science. Areas of concentration include military field skills and techniques, military organization and history, operations, tactics and leadership.

Collection Parameters.

Language: Code level E. English is the primary language.

Date of publication: Primary emphasis on current publications, selective retrospective purchasing.

Chronological coverage: Current developments and selective historical coverage with emphasis on military history.

Geographic Coverage: Emphasis on the United States, selective international coverage.

Format: Emphasis on monographs, selective journal coverage.

Treatment: A broad range of texts relating to the areas of concentration are collected. Emphasis on applied and historical treatment.

Collection Levels.

Military Field Skills	2b
Military Organization and History	3a
Military Operations	3a
Military Tactics	2b
Military Leadership	2b

Related Subject Statements. Health, Physical Education and Recreation; History; Management; Political Science.

LC Classes Which Define the Subject. U (Military Science), V (Naval Science), D (World History), E (U.S. History), F (North and South American History), J (Political Science).

MUSIC

Purpose and Emphasis. To support instruction and research in Music leading to the B.A., B.S. in Ed., B.M., and M.S. in Ed. degrees. Areas of concentration include music theory/composition, vocal music, instrumental music (wind, brass, and percussion), string music, keyboard music, music history, and music education. The Music Library is the primary collecting unit. The Meyer Library supports only research in basic instructional needs.

Collection Parameters.

Language: Code level W. English, Latin, French, German, Italian, Spanish, Portuguese.

Date of Publication: Current, in-print publications and retrospective materials. Completing runs of journals and collected editions.

Chronological Coverage: All time periods.

Geographic Coverage: Worldwide publications with emphasis on western European and North American coverage of scholarly writings. Acquiring printed music of all cultures.

Format: Monographs; journals; and selected audiovisuals, including videocassettes, sound recordings and tapes. Other specialized formats include scores and sheet music.

Treatment: Lower and upper-division texts, annuals, international professional publications, works devoted to biographical research and theoretical concepts, educational methods and trends, performance practices, definitive performance scores, undergraduate and graduate materials.

Collecting Levels.

Music Theory/Composition	3b
Vocal Music	3b
Instrumental Music (Wind, Brass, and Percussion)	3b
String Music	3a
Keyboard Music	3a
Music History	3a
Music Education	3b

Related Subject Statements. Art and Design, Communications, English, Foreign Languages, History, Industrial Technology, Physics, Religious Studies, Theatre and Dance.

Additional Sources. Springfield Little Theatre, Springfield Regional Opera, Springfield Symphony, Mid-America Singers.

LC Classes Which Define the Subject. M (all of Music), BV 301-525 (Hymnology), ND (2890-3416) Illuminated Manuscripts, QC 221-246 (Acoustics and Sound), PN 1560-1590 (Performing Arts).

NURSING

Purpose and Emphasis. To support instruction leading to the B.S. in Nursing degree. Areas of concentration include nursing theory, nursing research, nursing history, nursing agency, nursing practice, nursing education, client education, legal-ethical considerations, nursing science, nursing responsibility, and the health care system.

Collection Parameters.

Language: Code level E. English is the primary language.

Date of Publication: Emphasis on current in-print publications; highly selective coverage of retrospective materials.

Chronological coverage: Emphasis on current developments with selective coverage of historical documents which demonstrate nursing's American and Ozarks heritage.

Geographic coverage: Primarily the United States and other English speaking countries.

Format: Emphasis on monographs and journals. Selective collecting of microforms when appropriate.

Treatment: A broad range of materials on the history, practice, and methodology of the subject are collected, including professional and association publications. Popular literature as it pertains to the field is selectively collected. Strictly medical literature is acquired on a very selective basis except as it applies to Nursing Science, particularly pathophysiology. A broad range of audiovisuals are acquired on a limited basis with very little collecting of kits, quick-reference, or loose-leaf services.

Collecting Levels.

Nursing Theory	3b
Nursing Research	3b
Nursing History	3a
Nursing Agency	3b
Nursing Practice	3a
Nursing Education	3b
Client Education	3a
Legal-Ethical Aspects	3a
Nursing Responsibility	3b
Nursing Science	3b
Health Care Systems	3a

Related Subject Statements. Biology; Biomedical Sciences; Chemistry; Educational Administration; Health, Physical Education and Recreation; Management; Philosophy; Physics; Psychology; Sociology, Anthropology and Social Work.

Additional Sources. Burge School of Nursing Library, St. John's Doctors' Library.

LC Classes Which Define the Subject. RT (Nursing), RA (Public Health), RB (Pathology), RC (Internal Medicine), RM (Pharmacology), QM (Human Anatomy), QP 1-495 (Physiology), QR (Microbiology), BJ 1545-1691 (Ethics), HQ (Family Studies), HT (Communities).

OFFICE ADMINISTRATION AND BUSINESS EDUCATION

Purpose and Emphasis. To support instruction, research, and service in Office Administration and Business Education leading to the B.S. M.S., and the M.B.A. General areas of concentration include word/information processing, records/information management, office management, and business teacher education (including methods of teaching). Specific areas of concentration are the following: international communications, office systems, medical office procedures, legal office procedures, office automation, information management, office systems analysis, vocational business education, occupational analysis, organizational communications, business communications, and research principles.

Collection Parameters.

Language: Code level E. English is the primary language.

Date of Publication: Primarily current, in-print publications.

Chronological Coverage: Primarily current.

Geographic Coverage: United States with selected international coverage.

Format: Monographs, and journals with emphasis on journals.

Treatment: Few textbooks at any level are desired. Primary emphasis is on books and journals for upper-division undergraduate students, graduate students, faculty research, and professional and business practitioners. Curriculum material is needed.

Collecting Levels.

Word/Information Processing	3b
Records/Information Management	3b
Office Management	3b
Business Teacher Education	3b

Related Subject Statements. Accounting, Communications, Computer Information Systems, Elementary and Secondary Education, Finance and General Business, Management, Marketing.

LC Classes Which Define the Subject. HD 1-100 (Industrial Management), HF 5001-6351 (Business), HG (Finance), Z 49-102 (Word Processing), QA 76 (Computer Technology), HE 7601-9715 (Telecommunications), LB 1603-1695 (Secondary Education), LC 5201-6691 (Adult Education), KF (Law), R (Medicine).

PHILOSOPHY

Purpose and Emphasis. To support instruction and research in Philosophy leading to the B.A. Areas of concentration include ethics, philosophy of science, philosophy of religion, history of Western philosophy, aesthetics, logic, metaphysics, epistemology, and Oriental philosophy.

Collection Parameters.

Language: Code level F. English predominates, some German.

Date of Publication: Current, in-print publications and retrospective material, including some back files and completing runs of journals.

Chronological Coverage: Classical Greek period to the present.

Geographic Coverage: Emphasis on Western philosophy with introductory surveys and original works on Eastern thought.

Format: Monographs, journals, selected microforms. Selected films and filmstrips for undergraduate teaching.

Treatment: Primary sources in English or English translation of major philosophers with interpretations. Original works on selected issues in philosophy, especially ethics and philosophy of science and American philosophy. Textbooks generally excluded.

Collecting Levels.

Ethics	3b
Philosophy of Science	3a
Philosophy of Religion	3a
History of Western Philosophy	3b
Aesthetics	3a
Logic	3a
Metaphysics	3a
Epistemology	3b
Oriental Philosophy	2b

Related Subject Statements. Art and Design; English; Religious Studies; Sociology, Anthropology and Social Work.

LC Classes Which Define the Subject. B (Philosophy), BJ (Ethics), BD (Speculative Philosophy), BH (Aesthetics), BC (Logic), BL (Religion and Mythology), BR (Christianity), BQ (Buddhism).

PHYSICS AND ASTRONOMY

Purpose and Emphasis. To support instruction and research leading to the B.S. in Physics or in Physics Engineering, the B.S. Ed. and the M.S. Ed. A minor is offered in Astronomy. Areas of concentration include electronics, optics, surface physics, physics education, history of physics, computers, astronomy, solid state physics, radiation physics, and applied physics.

Collection Parameters.

Language: Code level E. Primarily English.

Date of Publication: Current and retrospective.

Chronological Coverage: No limits.

Geographic Coverage: Worldwide, with emphasis on United States, Britain, and Europe.

Format: Monographs, journals, audiovisuals, microforms.

Treatment: Upper-division and graduate materials, some society publications, selected conference proceedings, advanced general interest books, basic science, and history of science.

Collecting Levels.

Electronics	3a
Optics	3a
Surface Physics	3a
Physics Education	3a
History of Physics	3a
Computers	3a
Astronomy	3a
Solid State Physics	3a
Radiation Physics	3a
Applied Physics	3a

Related Subject Statements. Biomedical Sciences, Chemistry, Computer Science, Elementary and Secondary Education, Geology, History, Industrial Technology, Mathematics, Philosophy.

LC Classes Which Define the Subject. QC 1-809 (Physics), QB (Astronomy), TK 7800-8360 (Electronics), Q (General Science), T (Technology), ML 3800-3923 (Physics of Music), RC 1200-1245 (Sports Medicine, Kinesiology), BF 311-499 (Cognition), BD 493-708 (Cosmology), QA 299.8-433 (Math Analysis), QA 801-939 (Analytic Mechanics), TA 349-360 (Mechanics of Engineering), TA 1501-1820 (Applied Optics, Lasers).

POLITICAL SCIENCE

Purpose and Emphasis. To support instruction and research in Political Science leading to the B.A., B.S.; and B.A., B.S. in Public Administration and M.P.A. Areas of concentration include U.S. government and politics, public administration, public policy, comparative government and politics, international relations, political theory, empirical political science, and public law.

Collection Parameters.

Language: Code level F. English predominates; other languages on a selective basis.

Date of Publication: Current, in-print publications emphasized; some retrospective material.

Chronological Coverage: Emphasis on the twentieth century with historical items relevant to theory.

Geographic Coverage: Emphasis on the United States with international coverage focusing on Europe, Soviet Bloc, Latin America, and the Middle East.

Format: Monographs, journals, microforms.

Treatment: A broad range of general and research studies at both the undergraduate and graduate level are collected, as are appropriate professional and society publications. Both theoretical and empirical or quantitative studies are collected.

Collecting Levels.

U.S. Government and Politics	3b
Public Administration	3b
Public Policy	3b
Comparative Government and Politics	3a
International Relations	3a
Political Theory	3a
Empirical Political Science	3a
Public Law	3a

Related Subject Statements. Communications; Economics; Finance and General Business; History; Philosophy; Sociology, Anthropology and Social Work.

LC Classes Which Define the Subject. J (Political Science), K (Law), HJ (Public Finance).

PSYCHOLOGY

Purpose and Emphasis. To support instructional and research needs of the faculty, undergraduates working toward a B.A. or B.S. degree in Psychology, graduate students in related disciplines, and the needs of community professionals. Areas of concentration include applied, clinical, educational, developmental, experimental, measurement, and social psychology.

Collection Parameters.

Language: Code level E. English is the primary language.

Date of Publication: Generally current, in-print publications.

Chronological Coverage: Primarily twentieth-century and current developments.

Geographic Coverage: United States, primarily with selected coverage of Europe and the Far East.

Format: Monographs, journals, audiovisuals.

Treatment: Upper-division undergraduate, graduate, and faculty-level publications are emphasized; specific interests in serials rather than monographs, such as "annual review of..." or "advances in..." series; technical and specialty textbooks are collected, but curriculum textbooks are excluded.

Collecting Levels.

Applied Psychology	3a
Clinical Psychology	3a
Developmental Psychology	3a
Educational Psychology	3a
Experimental Psychology	2b
Psychological Measurement	3a
Social Psychology	3b

Related Subject Statements. Biomedical Sciences; Communication Disorders; Communications; Consumer and Family Studies; Elementary and Secondary Education; Guidance and Counseling; Health, Physical Education and Recreation; Management; Marketing; Nursing; Reading and Special Education; Religious Studies; Sociology, Anthropology and Social Work.

LC Classes Which Define the Subject. BF 1-1000 (Psychology), RC 450-470 (Clinical Psychology), HM 251-291 (Social Psychology), LB 1051-1091 (Educational Psychology), RC 435-576 (Psychiatry), HQ (Family Studies), RJ 499-507 (Child Psychiatry), QL 750-795 (Animal Behavior).

Purpose and Emphasis. To support instruction and research leading to the B.S. in Special Education, the M.S. in Reading and the M.S. in Special Education (Learning Disabilities, Mental Retardation) as well as concomitant research and instruction in the undergraduate service areas of Reading and Special Education. Areas of concentration include: reading, special education, learning disabilities, mental retardation, exceptional children, child language, language acquisition and development, study methods, educational research and measurement, children's literature and writing, rural education, multi-cultural education, and gifted education.

Collection Parameters.

Language: Code level E. English is the primary language.

Date of Publication: Current, in-print materials.

Chronological Coverage: Current developments, primarily; retrospective material added as needed.

Geographic Coverage: The United States, generally; English language materials of quality research from other countries.

Format: Monographs, journals, curriculum materials, instructional kits, and appropriate microforms.

Treatment: Trade publications, upper-division and graduate-level texts, statistical publications, research from professional and trade publishers, curriculum materials, juvenile literature, elementary texts related to reading and study methods. Selected teaching aids located in undergraduate non-print materials.

Collecting Levels.

Reading	3b
Special Education	3b
Learning Disabilities	3b
Mental Retardation	3b
Exceptional Children	3b
Language Acquisition and Development	3b
Study Methods	3b
Educational Research and Development	3b
Children's Literature and Writing	3b
Multi-Cultural Education	3b
Rural Education	3b
Gifted Education	3b

Related Subject Statements. Educational Administration, Elementary and Secondary Education, Juvenile Literature, Psychology.

LC Classes Which Define the Subject. LB (Theory and Practice of Education), LC (Special Aspects of Education), BF (Psychology), P (Linguistics), PZ (Fiction), QP (Physiology), RC (Internal Medicine), RJ (Pediatrics), Z 662-1000 (Library Science).

RELIGIOUS STUDIES

Purpose and Emphasis. To support instruction and research in Religious Studies leading to the B.A. and to the M.A. in History. Areas of concentration include the history of religions (world religions), Biblical studies, the history of Christianity and Judaism, and the study of religion and society.

Collection Parameters.

Language: Code level W. English, Hebrew, Greek, Latin, German, French, Coptic, Arabic, Spanish, Italian, Hittite, and Akkadian.

Date of Publication: Current, in-print publications and retrospective materials. Older materials are not usually superseded. Completing runs of journals; acquiring back files.

Chronological Coverage: Entire history of humanity's religious experience.

Geographic Coverage: Worldwide; emphasis on Israel, the Near East, the Mediterranean world, United States, Europe, India, China, and Latin America.

Format: Monographs and journals. Some journals in microforms. Selected films and videocassettes for undergraduates.

Treatment: Sacred writings and primary sources in the original languages and in English translations; history of principal world religions, groups, and movements; Biblical commentaries and works of Biblical scholarship; Judaica; works of major religious thinkers; cross-disciplinary studies; works on religion and society and new religions.

Collecting Levels.

History of Religions	3a
Biblical Studies	3b
History of Christianity and Judaism	3b
Study of Religion and Society	3a

Related Subject Statements. Antiquities; Art and Design; Communications; English; Foreign Languages (Classics); Guidance and Counseling; History; Music; Philosophy; Psychology; Political Science; Sociology, Anthropology and Social Work.

LC Classes Which Define the Subject. BS (Bible), DS (Asian History), BM (Judaism), CC (Archaeology), GN (Anthropology), PJ (Mid-Eastern Languages), BL (Religions, Mythology, Rationalism), BP (Islam, Bahaism, Theosophy), BQ (Buddhism), BR (Christianity), BT (Doctrinal Theology), BV (Practical Theology), BX (Denominations), GR (Folklore), PK (Indo-Iranian Languages), PM (American Indian Languages), PA (Classical Languages).

SOCIOLOGY

Purpose and Emphasis. To support instruction and research in Sociology leading to the B.A., B.S., and M.S. in Education-Secondary Education (emphasis in Social Science Area). Areas of concentration include social problems, rural and urban community, research methodology, applied social research, the family, crime, deviance and corrections, criminal justice, social theory, race and ethnic issues, medical and health issues, social psychology, aging (gerontology), population, social change and social stratification.

Collection Parameters.

Language: Code level E. English predominates.

Date of Publication: Emphasis on current, in-print publications and those of the past ten years. A few classics are needed.

Chronological Coverage: Emphasis on American society and the world since World War II. Some historical analysis of current trends and problems is desirable.

Geographic Coverage: Worldwide with strong emphasis on the United States. Also interest in developing nations and social issues in the Third World.

Format: Monographs, journals, and microforms.

Treatment: Most monographs should be suitable for general undergraduate use. Monographs in contemporary theory and advanced research methods should be at the graduate level.

Collecting Levels.

Social Problems	3a
Rural and Urban Community	3b
Research Methodology	3b
Applied Social Research	3b
The Family	3a
Crime, Deviance and Corrections	3b
Criminal Justice	3b
Social Theory	3b
Race and Ethnic Issues	3a
Medical and Health Issues	3a
Social Psychology	3b
Aging (Gerontology)	3b
Population	3b
Social Change	3a
Social Stratification	3a

Related Subject Statements. Anthropology, History, Political Science, Psychology, Social Work.

LC Classes Which Define the Subject. HM (Sociology), HN (Social History, Social Problems, Social Reform), HA (Statistics), HQ (Family Studies), HT (Communities), HV (Social Pathology), HX (Social Theory).

ANTHROPOLOGY

Purpose and Emphasis. To support instruction and research in Anthropology leading to the Anthropology minor and individualized majors in Anthropology and the B.A. in Antiquities and to the B.S. and M.S. in Education-Secondary Education (emphasis in Social Science Area). Areas of concentration include physical (biological) anthropology, cultural anthropology (ethnology), archaeology (prehistory), and linguistics.

Collection Parameters.

Language: Code level F. English predominates, some German and French.

Date of Publication: Current, in-print publications and occasionally retrospective publications of significance.

Chronological Coverage: Prehistoric to the present.

Geographic Coverage: Worldwide, with emphasis on the West Indies (Caribbean), North American Indians, the prehistoric American Midwest and Southeast, the Ozarks, the Appalachians, the Near East/Middle East, Europe, and Africa.

Format: Monographs, journals; films, videocassettes and slide sets for undergraduates.

Treatment: Descriptive reports, theoretical works, cross-cultural studies, and collections of essays dealing with psychological anthropology, transcultural psychiatry, human evolution, primate behavior, the Third World (developing nations), Afro-American studies, cultural/human ecology, and comparative religions.

Collecting Levels.

Physical (Biological) Anthropology	3a
Cultural Anthropology (Ethnology)	3b
Archaeology (Prehistory)	3b
Linguistics	2b

Related Subject Statements. Biology, Geography, Geology, History, Psychology, Religious Studies, Sociology.

LC Classes Which Define the Subject. GN (Anthropology), GR (Folklore), CC (Archaeology), E 51-99 (North American Indians), BL 430 (Origin of Religion), F 1601-2183 (History of the West Indies), PJ (Mid-Eastern, Oriental Languages and Literatures), RC 321-571 (Psychiatry), BF 1001-1999 (Parapsychology), HN (Social History), D 880-888 (History of World War II), GF (Human Ecology), P (Philology and Linguistics).

Purpose and Emphasis. To support instruction, research, and service in Social Work leading to the B.S. degree. Areas of concentration include direct social work practice, social work research, human behavior in the social environment, and social welfare policy.

Collection Parameters.

Language: Code level E. English predominates.

Date of Publication: Current, in-print publications; some retrospective purchases; completing runs of journals and acquiring back files.

Chronological Coverage: Contemporary developments.

Geographic Coverage: The United States with selected titles from other English-speaking areas of the world, particularly Great Britain, Canada, and India.

Format: Monographs, journals, selected microforms, and selected videocassettes and films.

Treatment: Specialized monographs and textbooks dealing with social work practices with individuals, families, groups, and communities. Also, child welfare services, medical social work, psychiatric social work, substance abuse, social work with the elderly and the physically and developmentally disabled.

Collecting Levels.

Direct Social Work Practice	3b
Social Work Research	3b
Human Behavior in the Social Environment	3b
Social Welfare Policy	3b

Related Subject Statements. Guidance and Counseling, Political Science, Psychology, Sociology.

LC Classes Which Define the Subject. HQ (Family Studies), HV (Social Pathology), HM (Sociology), HT (Communities), HN (Social History).

THEATRE AND DANCE

Purpose and Emphasis. To support instruction and research in Theatre, Performance Studies, and Dance leading to B.F.A. degrees in Theatre and Dance, B.A. degree in Theatre, B.S. Ed. degree in Speech and Theatre, and M.A. in Theatre. Areas of special emphasis include performance and acting studies, contemporary theatre, directing, management.

Collection Parameters.

Language: Code level F. Primarily English. Selected other languages in special works of reference and publications of mainly pictorial significance.

Date of Publication: Current, in-print publications and retrospective materials. Older materials are not usually superseded, and those that are become a historical record. Complete runs of journals are most important, especially those that contain records of productions as they take on historical significance.

Geographic Coverage: Mainly western culture from the Greeks to present time.

Format: Monographs and journals. Microforms if not available otherwise. Selected videotapes of staged plays and great performances.

Treatment: Scores, scripts, and librettos as well as other dramatic texts and anthologies are collected. A variety of critical and biographical works at both the undergraduate and graduate level. Works on the technical aspects of stagecraft and other aspects of theatre management are also collected.

Collecting Levels.

Performance and Acting Studies	3b
Contemporary Theatre	3b
Directing	3a
Management	3a

Related Subject Statements. Art and Design, Communications, Consumer and Family Studies, English, Foreign Languages (Plays), Music.

LC Classes Which Define the Subject. GT 500-2370 (Costume), GV 1580-1799 (Dances), GV 1800-1860 (Circuses, Spectacles), M 1503 (Choral Music), ML 50 (Librettos), MT 955-960 (Musical Production), PA 3201-3251 (Greek Theatre and Stage), PA 6073-6075 (Roman Theatre and Stage), PN 1560-1590 (Performing Arts), PN 1600-3299 (Drama), PN 6110.5-6120 (Dramatic Poetry), PR and PS (English and American Drama), TK 7881.9 (Sound Systems), TT 507 (Costume Design).